DOCUMENT RESUME

ED 422 018 IR 057 142

AUTHOR	Smith, Stephen J.
TITLE	Graduate Assistant Informational & Procedures Manual.
INSTITUTION	Illinois Univ., Urbana. University Library.
PUB DATE	1995-03-00
NOTE	489p.
PUB TYPE	Guides - Non-Classroom (055)
EDRS PRICE	MF02/PC20 Plus Postage.
DESCRIPTORS	*Academic Libraries; *Cataloging; Computer Oriented Programs; Higher Education; Information Policy; Library Automation; *Library Catalogs; *Library Technical Processes; Online Catalogs
IDENTIFIERS	*University of Illinois Urbana Champaign

ABSTRACT

This manual was compiled for use by staff and graduate assistants working in the OCLC Cataloging Section of the Automated Services Unit, Technical Services Division, University of Illinois Library at Urbana-Champaign. Although the procedures described are institution-specific, their applications could be adapted to accommodate copy cataloging operations within research libraries of similar or smaller scope. The overall structure of the manual is from the general to the particular, separated into three volumes. The first volume identifies basic principles and concepts of cataloging and discusses catalog management. The remaining volumes, volume two: cataloging procedures and volume three: basic guidelines concern the implementation of these principles into a working catalog, involving both typical and specialized procedures used for the different types of materials at the Library. The Glossary primarily contains definitions of cataloging concepts, tools, and terminology relevant within the shared cataloging environment. The Index identifies pertinent memoranda on cataloging policy and procedure, and relates topics of procedural importance within the manual. (AEF)

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GRADUATE ASSISTANT
INFORMATIONAL & PROCEDURES MANUAL

Containing notes
on various and sundry concepts,
tools and procedures,
as they apply to the operations of the

OCLC CATALOGING SECTION
AUTOMATED SERVICES UNIT
TECHNICAL SERVICES DIVISION
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN LIBRARY

in order to provide to our users
the most efficient service

Prepared by

Stephen J. Smith

Visiting Assistant OCLC Cataloging Librarian &
Visiting Assistant Professor of Library Administration

March 1995

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Preface

The overall structure of the manual is from the general to the particular, separated physically into three volumes. The first part of the manual identifies basic principles and concepts of cataloging. The remaining sections concern the implementation of these principles into a working catalog, involving both typical and specialized procedures used for the different types of materials at the Library. The Glossary primarily contains definitions of cataloging concepts, tools, and terminology relevant within the shared cataloging environment. Finally, the Index attempts to identify pertinent memoranda on cataloging policy and procedure, and relates topics of procedural importance within the manual.

The relative numbering system within chapters will allow for future additions. It attempts continuity and reflects related or contiguous concepts. A relational, rather than a strictly hierarchical structure was considered most functional in dealing with the extant memoranda. Within the numbering scheme, major topics are followed by subtopics and sub-subtopics as is necessary. For instance, the procedures for dealing with "Oversize monographs" occur on pages 6.1E1-1 and 6.1E1-2 :

6 (Major topic: refers to the chapter number, Catalog Record Creation).
6.1 (Subtopic: Library wide procedures at UIUC).
6.1E (Sub-subtopic: oversize monographs).
6.1E1 (Indicates the memo number for this subtopic in the manual. [This is the first memo.]).
6.1E1-1 (The last number indicates the page number of this memo. [This memo is two pages long.]).

-The base number for all sub-subtopics is: "number.numberLETTER"

-The "number-number" which ends the string always refers to the "memo number-page number" for that particular sub-subtopic.

The hierarchical function exists primarily at the chapter level only ("number.0"). Numbering within a chapter then becomes relational. When using the Index, if a suggested number involves a ".0" it will necessitate browsing all memos within that chapter; for instance, "Bibliographic files (OCLC and FBR), 5.0" necessitates browsing all sections of 5._ , in order not to overlook relevant memoranda.

It should be noted that certain documents have been included for historical reasons only. Compare the effective dates on similar memoranda.

The History of the University of Illinois Library

In 1867 the Illinois General Assembly chartered the University of Illinois, known as Illinois Industrial University until 1885, under the provisions of the Morrill Act of 1862 or Land Grant College Act. The University opened for its first term on March 2, 1868 with Dr. John Milton Gregory as its first regent. On November 26, 1867 the Board of Trustees had appropriated $1,000 for the purchase of books from which Gregory personally purchased 644 volumes in New York and established the Library at the rear of his office. Construction of the first separate building known as Altgeld Hall, began in 1896 and was occupied in the fall of 1897. In that year the Library contained 30,100 volumes and 6,350 pamphlets while serving 87 faculty and 688 students.

The opening of the new Library in 1897 began a period of phenomenal growth directed mainly by two librarians. Katherine L. Sharp gave strong direction and leadership from 1897 to her retirement in 1907, and her work was carried on and much expanded by Phineas L. Windsor, who was librarian from 1909 to 1940. But it was President Edmund J. James who was the dominant figure in the Library's development between 1904 and 1920. His enthusiasm for building a great research library was illustrated in his appropriations for library materials, ranging from $25,000 to $50,000 annually, which established a tradition of strong financial support for the Library's collections.

The spectacular growth of the Library's collections required the construction of three stack additions to Altgeld Hall in 1914, 1919, and 1926. Even this space proved inadequate. The central block of the present University Library building was opened on January 27, 1927, the north wing in December 1927, the south wing and an addition to the stacks in the fall of 1929. The next addition to the stacks was opened in 1940 and another was urgently needed

1.0A1-1

within five years. President James's goal of one million volumes was met in 1919 and by the time Windsor retired in 1940, the Library held 1,548,602 volumes, pamphlets, manuscripts, and other items. For the interim three years, Carl White directed the Library.

Robert B. Downs, Director of the New York University Library, became Director of the Library in 1943 and retired as Dean of Library Administration in August 1971. During his twenty-eight year tenure the University Library grew to its present position as one of the world's great research libraries. In the United States it ranks as the largest state university library, the third largest university library, the fourth largest research library, and the fifth largest library. The achievement of this national and international prominence can in large measure be attributed to Downs' leadership. During Down's tenure the Library grew even more rapidly in quality and quantity than it had in the James and Windsor years, acquiring on the average about a million volumes every six years.

Upon Down's retirement, Lucien White became university librarian. During his time as director, the library joined the Ohio College Library Center which later became OCLC. He remained in the position until his untimely death in 1973, whereupon Robert Oram became acting university librarian.

In the fall of 1976, Hugh C. Atkinson took over the position of University Librarian. While maintaining the collection at the prestigious level it had attained, he is making the collection more accessible through automation. Under his capable direction, LCS was implemented as an automated circulation system, not only in the University Library but also in a statewide network linking it with twenty-two other academic libraries and the

1.0A1-2

eighteen regional public library systems. The Library Automated Records department(s) leads the nation statistically in its use of OCLC. Very shortly, an "On-Line Catalog" developed exclusively by the University Library will be implemented to link full bibliographic records with the shorter length records currently available in LCS. Other advances include a sixth stack addition to be completed within a year. The Library currently contains 6,411,948 volumes and employs 120 faculty, 295 staff, and 119 FTE student assistants.

October 1983
Adapted from the Interim Report of the
Collection Analysis Project (CAP) Study Team,
January 1980

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Several works exist which record the detailed history of the University of Illinois. A bibliography of such works follows:

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[illegible]

[illegible] perhaps a more poignant description for the occasion that created his great research library, to which his first book, *The [illegible]*, became the eight-millionth volume this year.

For it was 125 years ago (the year [illegible] was born, in fact) that the University of Illinois was chartered and located in that same vast expanse of prairie, far from any center of culture.

Or as Edmund Janes James, university president from 1904 to 1920, put it in a speech to the Board of Trustees in 1912, "The people of this State, whether for weal or woe, located the University of Illinois in a village, 125 miles from any important collection of books."

James was determined to create from this geographically isolated land-grant college a research university comparable to what were then considered the elite institutions of higher education—the great universities of Germany, from which James himself had received his education. And that, he told the trustees, could only happen in the presence of a great library.

Unfortunately, the library's first thirty years had been less than auspicious, even though the intention of the university's first president, Regent John M. Gregory, was to create a library that would provide "a ready access to the full fountains of the best learning." Books may have cost only one dollar on average, but with annual appropriations never exceeding $1,500 per year, that didn't go far. To make matters worse, there was no real librarian to oversee operations.

Phineas L. Windsor (ca. 1934), director of the Library from 1909-1940. (Photo: University Archives)

Wood engraving, ca. 1880, from "A History of Wood Engraving." Acquired during the Downs years.

As one of the university's first graduates, architect Nathan C. Ricker, reminisced years later about the early University Library, "The library was still small, but had been carefully chosen and was a great resource, though one librarian classed Neander's *Planting of the Christian Church* among books on agriculture."

The Library's fortunes changed in 1897, however, first with the completion of a new home in what is now Altgeld Hall and second with the hiring of its first professionally trained librarian, Katharine Sharp.

A protegée of Melvil Dewey, creator of the Dewey decimal system, Sharp had recently founded a [illegible] to take that action, but the U of I was the only one [illegible] to let her run the library itself. [illegible] was to [illegible] Sharp immediately began to modernize the Library's operations by bringing in professionals like Margaret Mann, Isadore Mudge, and Minnie Sears (all authors later of classic works on library science). Funds for library acquisitions also jumped that year to $10,000 and continued to climb yearly so that by the time James became president in 1904, the Library could boast 70,000 volumes.

But that wasn't enough for the new president, who passionately believed that there could never be a great university, like those in Germany, without a great research library as its foundation.

With the hiring of Phineas L. Windsor as head librarian in 1909, James found the perfect person to create the library of his dreams.

A chain cigar smoker who loved to play poker every week with the president, Windsor had a grand vision for the Library, and he wasted no time in articulating it at the highest administrative levels.

As early as 1910, Windsor pointed out to James the problems such geographic isolation created for a library, a theme the University Senate's library committee forcefully took up in its 1912 report.

"Now it is obvious," wrote the committee, "that in intellectual centers where great libraries already exist, a university library of great size is not absolutely necessary. For example, the library of the University of Berlin contained in 1911 about 237,000 volumes, or only about 40,000 volumes more than that of the University of Illinois at the same time. Yet it would be absurd to compare the

Katharine Sharp

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[illegible] collections [illegible] are [illegible] great libraries [illegible] ,000 volumes [illegible] of 2,000,000. [illegible] The solution? [illegible] every effort to reach one million volumes in ten years, with an expenditure of $100,000 every year for books."

It was just what James wanted to hear. "James poured incredible amounts of money into the Library," recounts Patricia Stenstrom, head of the Library and Information Science Library and unofficial historian of the Library. "In some years, the funding level was second only to Harvard—we're talking about a major financial commitment to the Library. For instance, between 1915 and 1920 the Library received nearly $100,000 more for acquisitions than Yale."

The Library finally reached the milestone of one million volumes in 1935 with the acquisition of the 1614 *The History of the World* by Sir Walter Raleigh. This was not only the first private gift to the Library, but also the first private gift to the newly established U of I Foundation.

But Windsor was not just after numbers—he was after quality above all. One of the methods Windsor used to achieve that quality set the tone for the Library for decades to come.

Woodcut of Alfred Nobel by Josef Váchal, from "O Josefu Váchalovi" by Maru Bajerova. Acquired during the Bishop years.

[illegible] so [illegible] to [illegible] stage. [illegible] all of the resources [illegible] in building up the library for those [illegible] the faculty and those departments that were doing the most research."

Among those who sought and received Windsor's support were some of the University's greatest names of the time: William Oldfather in classics, Harris Fletcher in English, James W. Garner in political science, Stephen Forbes in natural history, and Nathan Ricker in architecture.

Another method was to purchase outstanding private libraries in Europe, even though the prices could be steep (up to $12,000 at a time when the average book cost less than $5), and competition for purchase could be fierce. Windsor, ever the consummate politician, was not to be outdone by anyone.

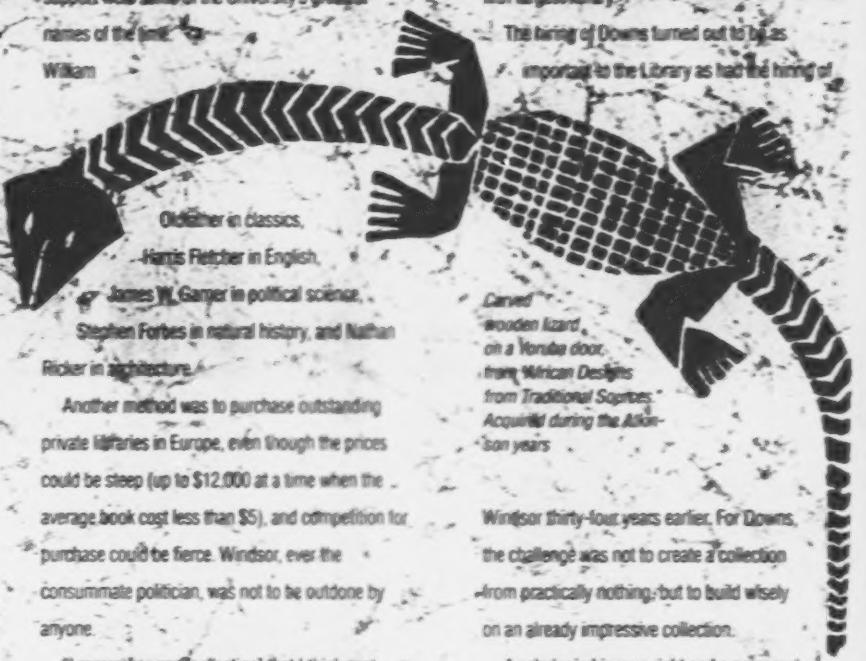
"I remember one [collection] that I think cost $8,000," Windsor recounted in his 1949 speech. "We wanted it and cabled for it. A Chicago library also wanted it and wrote for it. We got it...When you find [an important set], you just have to get it, that's all, if you're going to get it at all."

The result was the beginnings of the Library's world-renowned collections in classics, architecture, chemistry, mathematics, history, Milton, and Shakespeare, to name only a few.

Naturally, the burgeoning collection needed a new home, but not just any home. Windsor envisioned a building that could be added to almost indefinitely to meet the needs of a continually growing collection.

In 1926, this goal was realized with dedication of the new main Library building. The design did indeed (and still does) accommodate future growth, and it

[illegible] By the time [illegible] Downs [illegible] the Library had truly become a world-class research library to which [illegible] Scholars already were coming from around the world to use collections at what had quickly become the country's fifth-largest library.



Carved wooden lizard on a Yoruba door, from "African Designs from Traditional Sources." Acquired during the Atkinson years

The hiring of Downs turned out to be as important to the Library as had the hiring of Windsor thirty-four years earlier. For Downs, the challenge was not to create a collection from practically nothing, but to build wisely on an already impressive collection.

A scholar in his own right and a seasoned head of two university libraries (University of North Carolina and New York University), Downs ha definite ideas on how to move the Library to even greater heights.

First, however, he decided that the Library had to be brought more into the mainstream of modern library techniques.

"When he came," recounts Professor Stenstrom "he found we were counting our collections in a wa that was different from the national trend, so he had the collections recounted. People tend to say that h was the reason we became the third-largest library because within the first year of his administration, and in a great extent because we counted the collection in a different way, we moved ahead of the University of Chicago and Columbia University."

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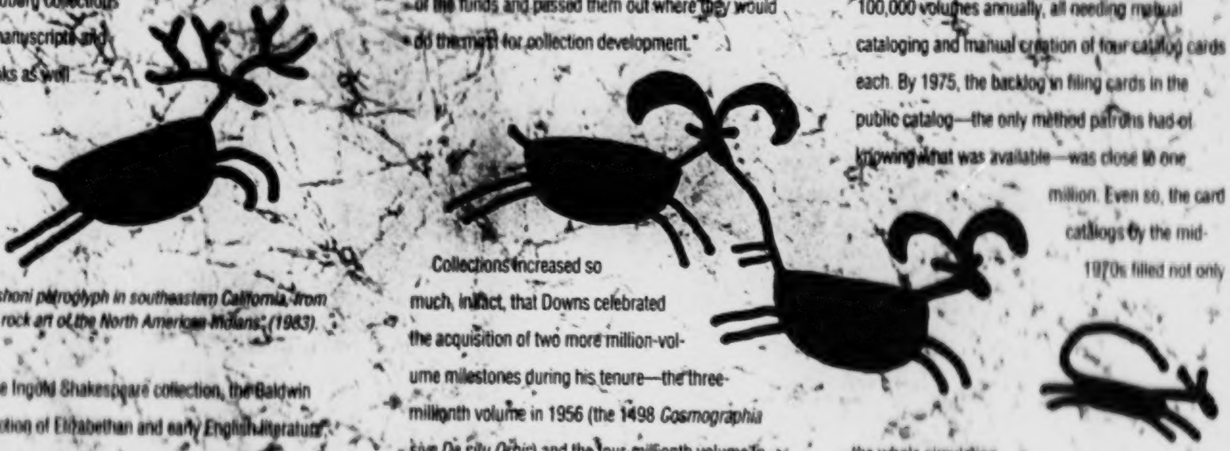
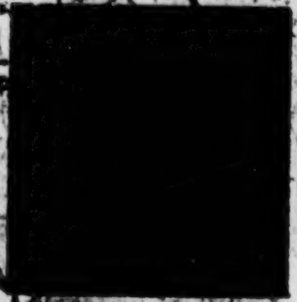
[illegible] the Autograph of the United States [illegible] 1940-1945.

[illegible] Downs's importance extended [illegible] beyond just recounting books. Of the 177 special research collections added to the Library between [illegible] and 1971, 120 were acquired during Downs's twenty-eight-year tenure. Among the most notable are the world-famous H.G. Wells, Marcel Proust and Carl Sandburg collections of manuscripts and books as well



Shoshoni petroglyph in southeastern California, from "The rock art of the North American Indians" (1983).

as the Ingold Shakespeare collection, the Baldwin collection of Elizabethan and early English literature, and major collections dealing with near Eastern history and freedom of expression. Acquisitions like these helped turn Windsor's little Seventeenth Century Room into what is now one of the world's great collections of rare books. "Downs was always interested in the great books and the collections he built rival almost any other library," says Ralph



Detail of a sunburst on the 1787 gravestone of a young man, from "Early New England Gravestone Rubbings". Acquired during the Downs years.

[illegible] of Carbondale, who was a close [illegible] Windsor and Downs [illegible] accomplishments, combined with his national leadership in virtually every library development of the period, caused the Library to prosper under his administration.

"Downs was like Windsor in that he was very close and responsive to the faculty and their needs, and that was his greatness," reflects Professor McCoy. "He and his chief of staff, Miss Helen Welch, the head of acquisitions, kept strict controls over use of the funds and passed them out where they would do the most for collection development."

Collections increased so much, in fact, that Downs celebrated the acquisition of two more million-volume milestones during his tenure—the three-millionth volume in 1956 (the 1498 *Cosmographia sive De situ Orbis*) and the four-millionth volume in 1966 (John Milton's copy of the 1599 *Alexandra Poema Obscurum*).

Downs always contended that his greatest achievement was having undergraduate student registration relocated from the Reference Library to the Armory, but no one else would agree. As U of I history professor Winton U. Solberg said at a memorial service for Downs in 1991, "Bob Downs realized that the Library and the University arise together, and when he came to Illinois he took over a splendid research collection and made it even better."

When Downs retired in 1971, libraries were just entering the age of automation, a prospect Downs did not relish. The campus, however, had been pressuring the Library to automate various functions for several years. The state board of higher education also was encouraging libraries to

[illegible] the University and its library.

Downs's successor, Lucien White, was not enthusiastic about automation, but he was enthusiastic about starting a fundraising organization. With his blessing, Library Friends was born in 1972. White died in 1975, the same year the Library added its five-millionth volume (the 1663 Old and New Testaments translated into the Algonquin language).

Meanwhile, the Library was adding 80,000 to 100,000 volumes annually, all needing manual cataloging and manual creation of four catalog cards each. By 1975, the backlog in filing cards in the public catalog—the only method patrons had of knowing what was available—was close to one million. Even so, the card catalogs by the mid-1970s filled not only the whole circulation area, but also the entry to the Reference Library and both second-floor corridors.

That's when the University hired Hugh C. Atkinson, of Ohio State University, to take over the helm. Atkinson promised from the start to automate cataloging and acquisitions, and to mount as many computerized databases as he possibly could. Many librarians were in a panic when they heard in early 1976 that he had accepted the job as university librarian. The campus, on the other hand, was very pleased. The fact that Atkinson arrived that summer on his motorcycle, dressed in a brown leather motorcycle suit, for his first official meeting with the chancellor was the clearest signal yet of a change from the courtly style and traditional librarianship of both Windsor and Downs.

"Hugh Atkinson's goals related to long-term library service," says Professor Stenstrom of the

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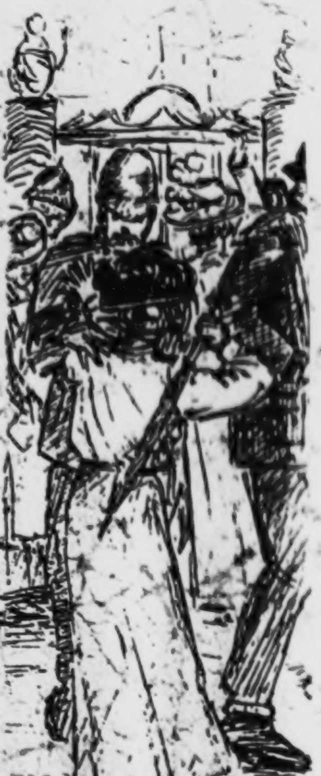
[illegible] University [illegible] was [illegible] to serve [illegible]

[illegible] years of his [illegible], the Library's automated catalog [illegible] system, was up and running, cataloging had become automated and tied to OCLC, an international database, and computer-linked, statewide resource sharing became a reality. Today, more than 2,500 libraries of all types, from public and grade-school to corporate and university, participate in the network—the most extensive in the country.

Atkinson also anticipated more and worse financial hard times for the Library. As early as 1981, he created the Library's Office of Development and Public Affairs and encouraged Library Friends to take a more aggressive stance in attracting major donations for the Library.



Drawing by G.K. Chesterton in a notebook of Amber Reeves, from the H.G. Wells Collection. Acquired during the Bishop years. (Used with permission of The Royal Literary Fund).

"The Library [illegible] current administration as it has [illegible] remembers Professor [illegible] of support with the administration and [illegible] them about the needs of the Library, but still the Library was not getting the resources it needed. I honestly believe Hugh anticipated the financial straits we are now in. He really believed that libraries would need to get private funding."

Despite severe budget problems, the Library managed to hit two more million-volume milestones before Atkinson's death in 1986—the six-millionth in 1982 (the 1712 *Historiae Coelestis Libri Duo Quorum Prior Exhibet Catalogum Stellarum Fixarum Brittanicum*) and the seven-millionth in 1986 (the 1486 *Peregrinatio in Terram Sanctam*).

David F. Bishop's nearly five years have built on the automation advances of the Atkinson years with the creation of several computerized databases, addition of dozens of reference databases on CD-ROM, and creation of a system to tie many of these databases together with the Library's online catalog—ILLINET Online Plus.

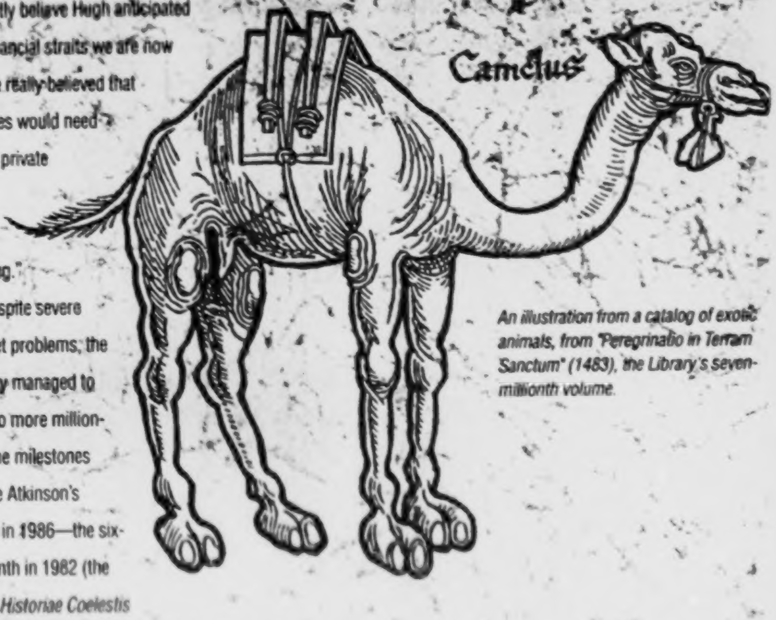
And despite more than a decade of precipitously declining state funding (state support for the University has slipped in ten years from 50 percent to only 37 percent), the Library still managed to acquire its eight-millionth volume this year.

Mr. Bishop's efforts also have made the Library a top priority once again for campus funding as more and more faculty and administrators come to realize that President James was right back in

[illegible]

Library Publications Editor

Office of Development and Public Affairs



An illustration from a catalog of exotic animals, from "Peregrinatio in Terram Sanctum" (1483), the Library's seven-millionth volume.

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A Library and
L Information
A Center

Fact Sheet 22

THE NATION'S LARGEST LIBRARIES
A LISTING BY VOLUMES HELD

This listing is for libraries with reported holdings greater than three million volumes.

SOURCE	INSTITUTION	VOLUMES HELD
A	Library of Congress	22,036,877
A	Harvard University	12,169,049
D	New York Public	10,926,535
A	Yale University	9,013,561
A	Univ. of Illinois-Urbana	7,918,951
A	Univ. of California-Berkeley	7,697,027
A	Univ. of Michigan	6,579,152
A	Univ. of Texas	6,505,219
A	Univ. of California-Los Angeles	6,179,973
A	Columbia University	6,142,293
A	Stanford University	5,987,592
A	Cornell University	5,344,481
A	Univ. of Chicago	5,328,849
A	Univ. of Wisconsin	5,133,457
D	Los Angeles County Public	5,101,872
A	Univ. of Indiana	5,099,250
A	Univ. of Washington	5,065,669
D	Boston Public	4,999,830
D	Los Angeles Public	4,975,566
A	Princeton University	4,839,356
D	Queens Borough (NY) Public	4,814,219
A	Univ. of Minnesota	4,761,630
D	Chicago Public	4,562,015
A	Ohio State University	4,517,095
A	Duke University	4,016,036

Continued on other side

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SOURCE	**INSTITUTION**	**VOLUMES HELD**
D	Brooklyn Public	3,883,598
A	Univ. of North Carolina	3,856,378
A	Univ. of Arizona	3,817,361
A	Univ. of Pennsylvania	3,756,762
A	Northwestern University	3,550,250
D	Buffalo and Erie County Public (NY)	3,467,124
D	Cincinnati-Hamilton County Public (OH)	3,456,790
D	Free Library of Philadelphia	3,414,201
A	Rutgers University	3,302,416
A	Univ. of Virginia	3,266,649
A	Pennsylvania State University	3,191,245
A	Univ. of Iowa	3,174,269
A	Univ. of New York	3,151,486

SOURCES:

A = *ARL Statistics 1990-91*. Washington, DC: Association of Research Libraries, 1992.

D = *Digest of Education Statistics 1990*. Washington, DC: National Center for Education Statistics, U.S. Department of Education, 1991.

Users should be aware that *ARL* statistics reflect 1990-91 data while *Digest* statistics reflect 1982 data. Please also be aware that public library and academic library collections are dissimilar.

June 1992

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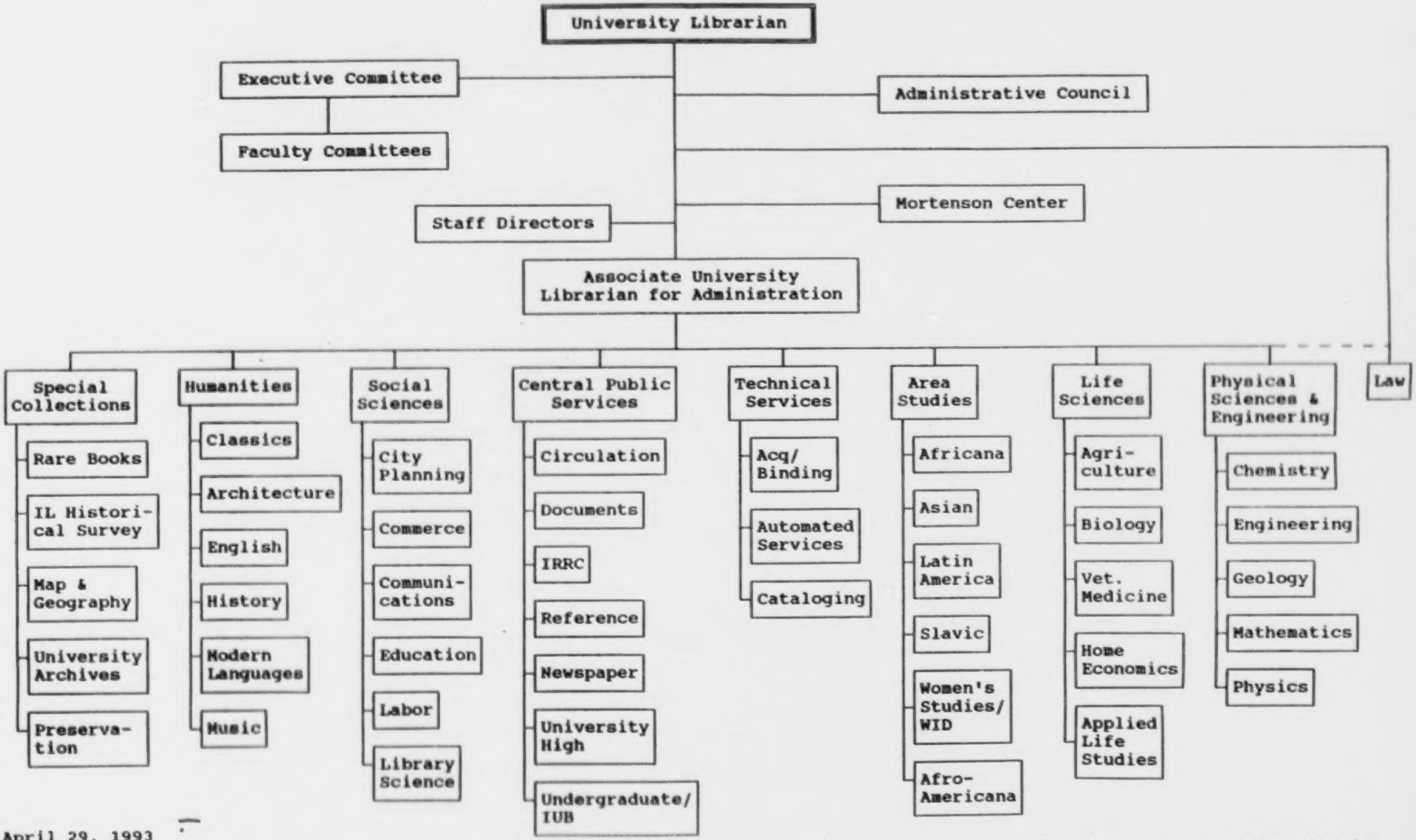
University Librarian
Executive Committee
Faculty Committees
Administrative Council
Mortenson Center
Staff Directors
Associate University Librarian for Administration
Special Collections
Rare Books
IL Historical Survey
Map & Geography
University Archives
Preservation
Humanities
Classics
Architecture
English
History
Modern Languages
Music
Social Sciences
City Planning
Commerce
Communications
Education
Labor
Library Science
Central Public Services
Circulation
Documents
IRRC
Reference
Newspaper
University High
Undergraduate/ IUB
Technical Services
Acq/ Binding
Automated Services
Cataloging
Area Studies
Africana
Asian
Latin America
Slavic
Women's Studies/ WID
Afro-Americana
Life Sciences
Agriculture
Biology
Vet. Medicine
Home Economics
Applied Life Studies
Physical Sciences & Engineering
Chemistry
Engineering
Geology
Mathematics
Physics
Law

April 29, 1993
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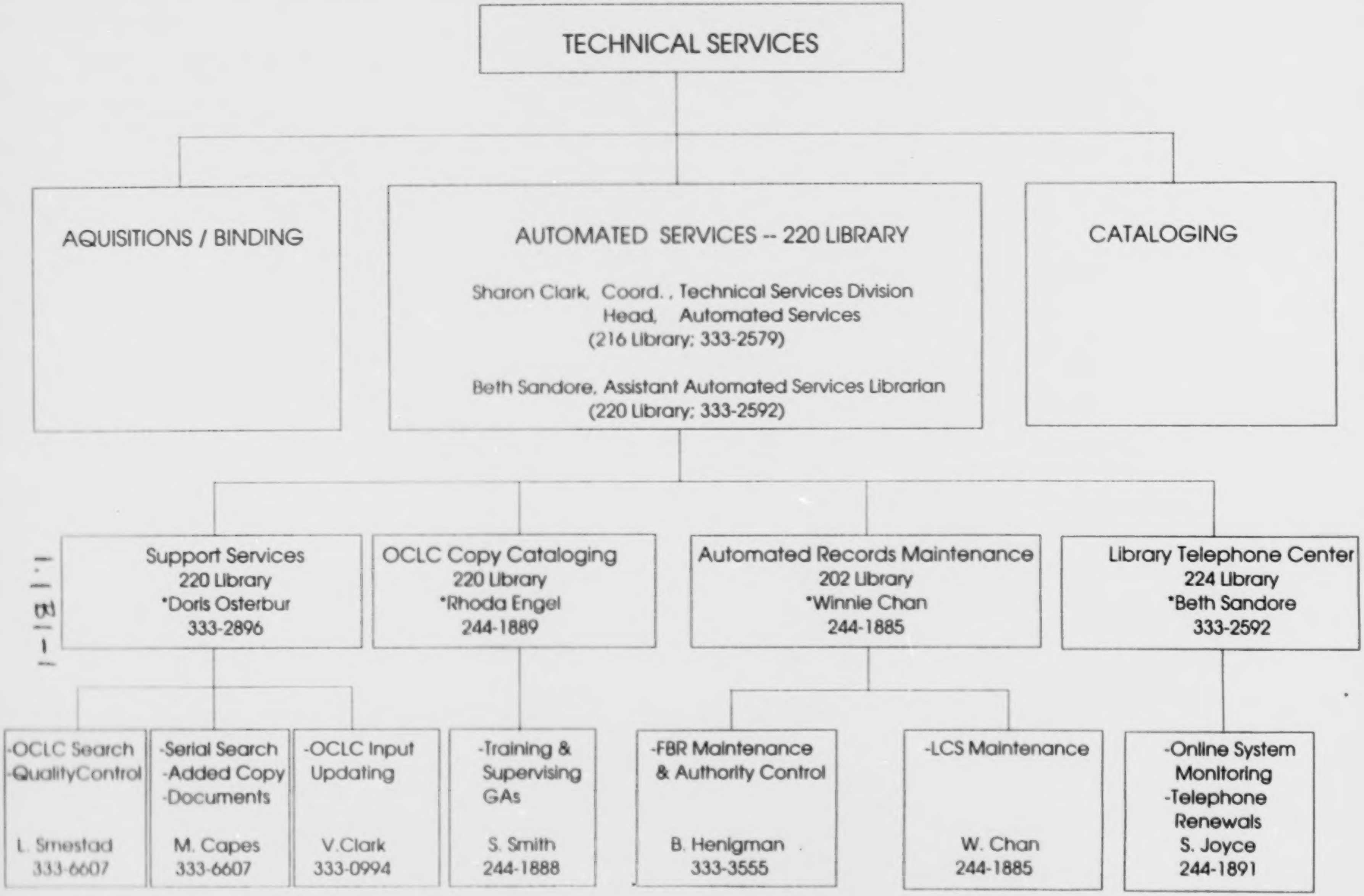
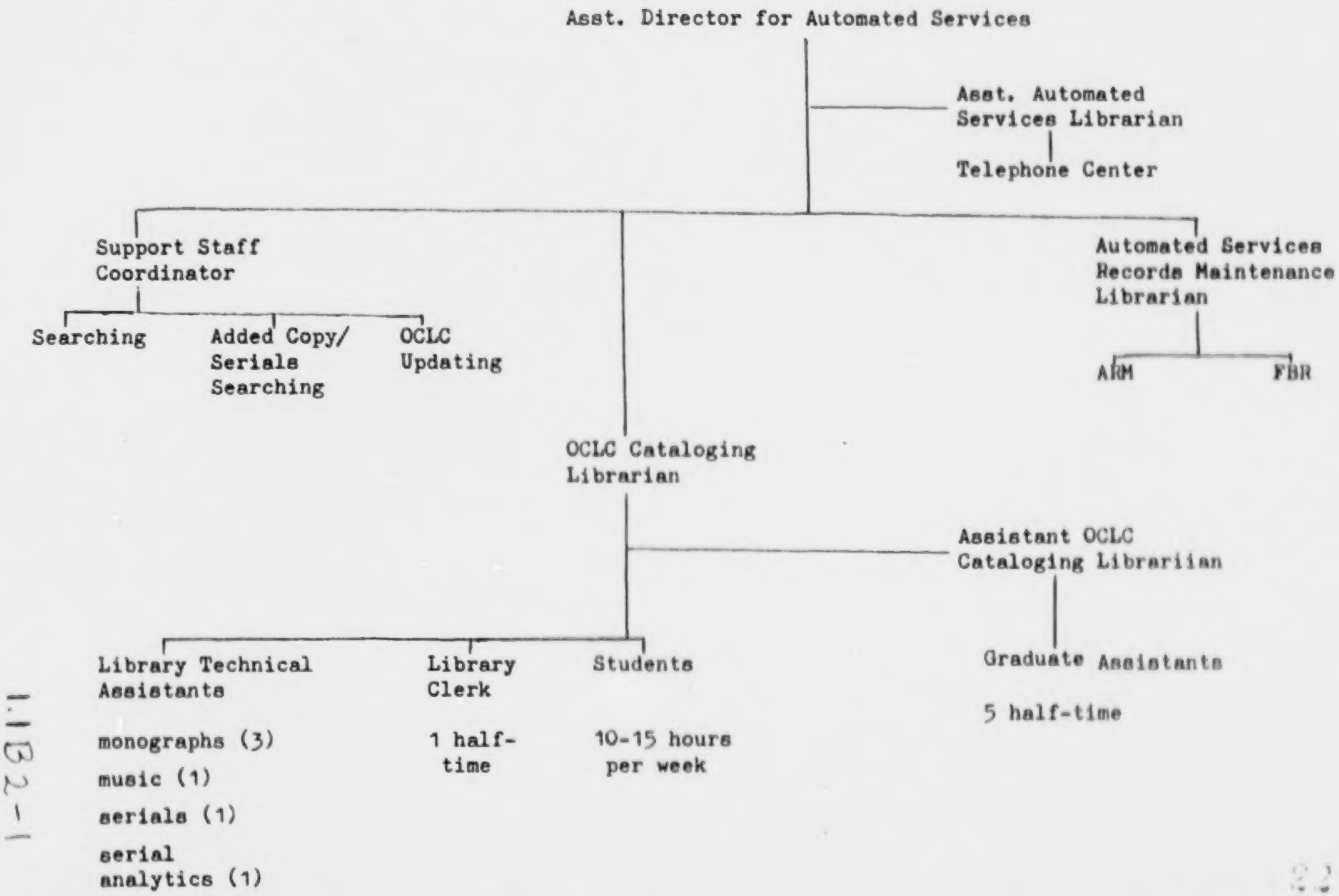
UIUC Library Chart of Organization


TECHNICAL SERVICES
AQUISITIONS / BINDING
AUTOMATED SERVICES -- 220 LIBRARY
Sharon Clark, Coord., Technical Services Division
Head, Automated Services
(216 Library; 333-2579)
Beth Sandore, Assistant Automated Services Librarian
(220 Library; 333-2592)
CATALOGING
Support Services
220 Library
*Doris Osterbur
333-2896
OCLC Copy Cataloging
220 Library
*Rhoda Engel
244-1889
Automated Records Maintenance
202 Library
*Winnie Chan
244-1885
Library Telephone Center
224 Library
*Beth Sandore
333-2592
-OCLC Search
-QualityControl
L. Smestad
333-6607
-Serial Search
-Added Copy
-Documents
M. Capes
333-6607
-OCLC Input
Updating
V.Clark
333-0994
-Training &
Supervising
GAs
S. Smith
244-1888
-FBR Maintenance
& Authority Control
B. Henigman
333-3555
-LCS Maintenance
W. Chan
244-1885
-Online System
Monitoring
-Telephone
Renewals
S. Joyce
244-1891

AUTOMATED SERVICES


Asst. Director for Automated Services
Asst. Automated Services Librarian
Telephone Center
Support Staff Coordinator
Searching
Added Copy/ Serials Searching
OCLC Updating
Automated Services Records Maintenance Librarian
ARM
FBR
OCLC Cataloging Librarian
Assistant OCLC Cataloging Librariian
Library Technical Assistants
monographs (3)
music (1)
serials (1)
serial analytics (1)
Library Clerk
1 half-time
Students
10-15 hours per week
Graduate Assistants
5 half-time

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TOUR/AUTOMATED SERVICES/WORKFLOW

Doris Osterbur .... November 1994

Sharon Clark is the Head Librarian for Automated Services and Division Head of Technical Services (responsible for all areas listed below, and as Division Head meets with faculty from Acquisitions, Principal Catalogers Office and Automated Services)

Beth Sandore is the Assistant Librarian for Automated Services (which includes coordinating Phone Center)

Rhoda Engel, Librarian for OCLC Copy Cataloging

Stephen Smith, Asst. Librarian for Copy Cataloging

Winnie Chan, Librarian for Automated Records Maintenance

Barbara Henigman, Asst. Librarian for FBR maintenance

Doris Osterbur, Coordinator for Support Services (Administrative Aide)

Sue Joyce, Manager for Phone Center (Chief Library Clerk)

STAFFING (49 faculty & staff)

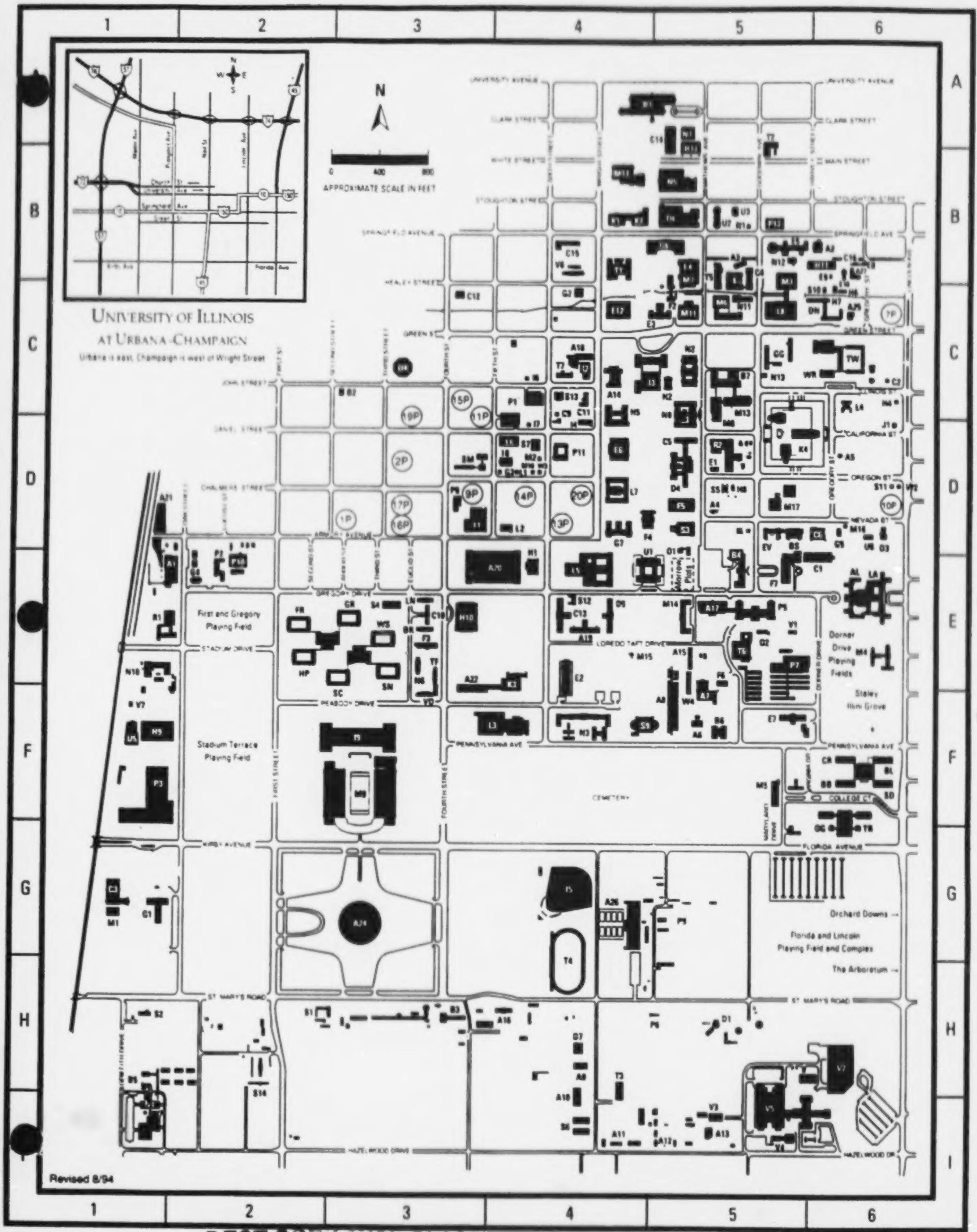
The Phone Center is the responsibility of Beth Sandore the Assistant Librarian for Automated Services along with a staff of 7 positions 1 Chief Library Clerk (manager for day to day operations) and several Library Clerk II and Library II positions some of which are halftime positions, and can be a varied number of student assistants.

Copy Cataloging has a faculty & staff of 14 which include 2 fulltime professional librarians, 5 half-time graduate assistants and 6 LTAs, one LC II and 2 student assistants.

Support Services has a staff of 18 which include 1 Administrative Aide (Coordinator), 3 Chief Library Clerks, 1 LTA position, 1 Library Clerk II, 2 fulltime Library III, 2 LCIII (.5FTE) positions, and 8 Secretary III FTE positions.

Automated Records Maintenance (LCS/FBR) has a faculty & staff of 9 including 2 professional librarians, 2 LTA's, 1 grad assistant, and 4 Library Clerk II & III positions.

The Principal Cataloger/Head of Original Cataloging (vacant presently) whose office is in room 214 and Core members of Original Cătaloging are also located in Room 220, which includes a staff of 5 positions, 2 Librarians, 1 LTA, 1 LC III, 1 Grad Assistant. (This unit is not a part of Automated Services but located in same room)


UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN
Urbana is east, Champaign is west of Wright Street
N
0 400 800
APPROXIMATE SCALE IN FEET
Revised 8/94
1
2
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4
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A
B
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D
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I
UNIVERSITY AVENUE
CLARK STREET
WHITE STREET
MAIN STREET
STOUGHTON STREET
SPRINGFIELD AVENUE
HEALEY STREET
GREEN ST
GREEN STREET
JOHN STREET
DANIEL STREET
CHALMERS STREET
ARMORY AVENUE
GREGORY DRIVE
STADIUM DRIVE
PEABODY DRIVE
PENNSYLVANIA AVE
KIRBY AVENUE
FIRST STREET
FOURTH STREET
ST. MARY'S ROAD
HAZELWOOD DRIVE
LOREDO TAFT DRIVE
ILLINOIS ST
CALIFORNIA ST
OREGON ST
NEVADA ST
COLLEGE CT
FLORIDA AVENUE
First and Gregory Playing Field
Stadium Terrace Playing Field
CEMETERY
Dorner Drive Playing Fields
Staley Illini Grove
Orchard Downs →
Florida and Lincoln Playing Field and Complex
The Arboretum →
Morrow Plots
1P
2P
3P
4P
5P
6P
7P
8P
9P
10P
11P
12P
13P
14P
15P
16P
17P
18P
19P
20P
A20
A24
M8
T4
T5
T9
H10
A22
L3
H9
P3
C3
M1
G1
FR
GR
WS
HP
SC
SN
CR
BL
BB
SD
OG
TR
LA
AL
EV
BS
TW
WR
GG
V5
V7
D1
S2
S14
A16
A26
Church St
Springfield Ave
Green St
Kirby Ave
Florida Ave

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1.2 A1-1

Campus Map

UNIVERSITY BUILDINGS

In this list, prepared by the Office of Publications, buildings are in alphabetical order by commonly used names. For individual offices and departments not shown on this map, consult the "Campus Street Addresses" listing or the "Campus Units" listing in the Student/Staff Directory.

The designation in parentheses following the name of each building indicates the coordinates at which it can be found on the map.

A1 Abbott Power Plant (E1)
Adams Lab (See R2)
A2 Advanced Computation Bldg (B6)
A3 Aeronautical Lab A (B5)
A4 African-American Cultural Prog (D5)
A5 Afro-American Studies & Research Prog (D6)
A6 Agricultural Bioprocess Lab (F5)
A7 Agricultural Engineering Bldg (E5)
A8 Agricultural Engineering Sciences Bldg (E5)
A9 Agriculture Services Bldg (H4)
A10 Agriculture Services Warehouse (I4)
A11 Agronomy/Plant Pathology Farm (I4)
A12 Agronomy Seed House (I5)
A13 Agronomy Soybean Research Farm (I5)
A14 Altgeld Hall (C4)
A15 Animal Genetics Bldg (E5)
A16 Animal Science Barns (H4)
A17 Animal Sciences Lab (E5)
A18 Arcade Bldg (C4)
A19 Architecture Bldg (E4)
A20 Armory (E3)
A21 Armory Avenue Warehouse (D1)
A22 Art & Design Bldg (E3)
A23 Art Studios (I1)*
A24 Assembly Hall (G3)
A25 Astronomy Bldg (C6)
A26 Atkins Tennis Center (G4)
A27 Atmospheric Sciences Bldg (B6)
B1 Beckman Institute (A4)
B2 Beckwith Hall (C3)
B3 Beef Barns (H3)
B4 Bevier Hall (D5)
B5 Biological Control Lab (H1)
B6 Burnsides Research Lab (F5)
B7 Burrill Hall (C5)
C1 Campus Recreation Cntr East (D5)
C2 Cntr for Advanced Study (C6)
C3 Central Receiving Bldg (G1)
C4 Ceramics Bldg (B5)
C5 Chemistry Annex (D5)
C6 Child Development Bldg (D6)
C7 Children's Research Center (I1)*
C8 Chinese Swine Research Cntr (I2)*
C9 Claims Management Ofc (C4)
C10 Clark Hall Housing Administration (E3)
C11 Coble Hall (C4)
C12 Colonel Wolfe School (C3)
C13 Commerce West Bldg (E4)
C14 Computer & Systems Research Lab (A5)
C15 Computing Applications Bldg (B4)
C16 Computing Services Ofc Bldg (B6)
C17 Credit Union Bldg (I2)*
Cultural Values & Ethics (See S11)
D1 Dairy Experimental Round Barns (H5)
D2 Dairy Science Research Farm (I6)*
D3 Dance Studio (D6)
D4 Davenport Hall (D5)
D5 David Kinley Hall (E4)
D6 Digital Computer Lab (B5)
D7 Duplicating/Quick Copy Bldg (H4)
E1 East Asian Languages & Cultures (D5)
E2 Education Bldg (E4)
Electrical & Computer Eng Lab (See E12)
E3 Engineering Hall (C4)
E4 Engineering Research Lab (B5)
E5 Engineering Sciences Bldg (B5)
E6 English Bldg (D4)
E7 Environmental & Agricultural Sciences Bldg (F5)
E8 Environmental Health & Safety (B6)
E9 Environmental Research Annex (B6)
E10 Environmental Research Lab (B6)
E11 ERIC (F6)*
E12 Everitt Lab (C4)
F1 Fire Service Inst Bldg (I1)*
F2 Fire Station (C5)
F3 Flagg Hall (E3)
F4 Foellinger Auditorium (D4)
F5 Foreign Languages Bldg (D5)
F6 Forest Science Lab (E5)
F7 Freer Hall (E5)
G1 Garage/Car Pool (G1)
G2 Gaseous Electronics Lab (C4)
G3 General Curriculum Bldg (D3)
G4 Geological Survey Lab (E2)
G5 Govt & Public Affairs, Inst of (D6)
G6 Grainger Engineering Library Information Cntr (B5)
G7 Gregory Hall (D4)
H1 Harding Band Bldg (E4)
H2 Harker Hall (C5)
H3 Hazardous Waste Research Cntr (I1)*
H4 Health Professions Information Ofc (C6)
H5 Henry Admin Bldg (C4)
H6 Highway Materials Research Lab (C6)
H7 Highway Materials Test Lab (C6)
H8 Honors Program (D5)
H9 Housing Food Stores (F1)
H10 Huff Hall (E3)
H11 Hydraulic Engineering Lab & Warehouse #1 (B6)
H12 Hydrosystems Lab (A5)
I1 Ice Arena (D3)
I2 Illini Hall (C4)
Illini Orange Snackbar (See S4)
I3 Illini Union (C4)
I4 Illini Union Bookstore (D4)
I5 Illinois Field (G4)
I6 Illinois Library Computer System Ofc (C4)
I7 International Student Affairs (D4)
I8 International Studies Bldg (D4)
I9 Intramural-Physical Education Bldg (F3)
J1 Japan House (D6)
K1 Kenney Gym (B4)
K2 Kenney Gym Annex (B4)
K3 Krannert Art Museum (E4)
K4 Krannert Cntr for the Performing Arts (D5)
L1 La Casa Cultural Latina (D4)
L2 Labor & Industrial Relations, Inst of (D4)
Large Animal Clinic (See V5)
L3 Law Bldg (F3)
L4 Levis Faculty Center (C6)
L5 Library (E4)
L6 Library and Information Science (D4)
L7 Lincoln Hall (D4)
L8 Loomis Lab (C5)
M1 Mailing Center (G1)
M2 Management Information Division (D4)
M3 Materials Research Lab (B5)
M4 McKinley Health Cntr (E6)
M5 Meat Science Lab (F5)
M6 Mechanical Engineering Bldg (C5)
M7 Mechanical Engineering Lab (B5)
M8 Medical Sciences Bldg (C5)
M9 Memorial Stadium (F3)
M10 Merriam Lab (D4)
M11 Metallurgy and Mining Bldg (C5)
M12 Microelectronics Lab (B4)
M13 Morrill Hall (C5)
M14 Mumford Hall (E5)
M15 Mumford House (E4)
M16 Music Annex (D6)
M17 Music Bldg (D5)
N1 National Cntr for School Leadership (B5)
N2 Natural History Bldg (C5)
N3 Natural Resources Bldg (F4)
N4 Natural Resources Studies Annex (I1)
N5 Newmark Lab (B5)
N6 Noble Hall (E3)
N7 North Campus Chiller Plant (A5)
N8 Noyes Lab (C5)
N9 Nuclear Engineering Lab (B5)
N10 Nuclear Physics Lab (E1)
N11 Nuclear Radiations Lab (C5)
N12 Nuclear Reactor Lab (B5)
N13 Nursing, School of (C5)
O1 Observatory (D5)
O2 Ornamental Horticulture Bldg (E5)
P1 Parking Structures (C4)
P2 Personnel Services Bldg (E2)
P3 Physical Plant Service Bldg (F1)
P4 Physiology Research Lab (I2)*
P5 Plant & Animal Biotechnology Lab (E5)
P6 Plant Clinic (H5)
P7 Plant Sciences Lab (E5)
P8 Police Training Institute (D3)
P9 Poultry Farm (G5)
P10 Printing Services Bldg (E2)
P11 Psychology Bldg (D4)
P12 Public Safety (B5)
R1 Rehabilitation Education Cntr (E1)
R2 Roger Adams Lab (D5)
S1 Sheep Barns (H3)
Small Animal Clinic (see V5)
S2 Small Homes Council (H1)
S3 Smith Hall (D5)
S4 Snack Bar, Illini Orange (E3)
S5 Social Work, School of (D5)
S6 South Farms Warehouses (I4)
S7 Speech & Hearing Clinic (D4)
S8 State Regional Office Bldg (I2)*
S9 Stock Pavilion (F4)
Student Services (See T7)
S10 Structural Warehouse (C6)
S11 Survey Research Lab/Cultural Values & Ethics (D6)
S12 Surveying Bldg (E4)
S13 Swanlund Admin Bldg (C4)
S14 Swine Barns (H2)
T1 Talbot Lab (B4)
T2 Television Bldgs and Annex (A5)
T3 Technology Commercialization Bldg (H4)
T4 Track Stadium (G4)
T5 Transportation Bldg (B5)
T6 Turner Hall (E5)
T7 Turner Student Services Bldg (C4)
U1 Undergraduate Library (E4)
U2 University High School (B5)
U3 University High School Gym (B5)
U4 University Inn (C3)
U5 University Press Bldg (F1)
U6 Urban & Regional Planning (D6)
V1 Vegetable Crops Bldg (E5)
V2 Vet Medicine Basic Sciences Bldg (H5)
V3 Vet Medicine Feed Storage Bldg (I5)
V4 Vet Medicine Surgery & Obstetrics Lab (I5)
V5 Vet Medicine Teaching Hospital (I5)
V6 Vivarium, Shelford (B4)
V7 Volatile Storage Bldg (F1)
W1 Water Survey Research Cntr (I1)*
W2 West Oregon Computing Services (D6)
W3 Women's Studies (D4)
W4 Wood Engineering Lab (F5)

UNIVERSITY RESIDENCE HALLS

Undergraduate Halls

Champaign Residence Halls
BR Barton (E3)
FR Forbes (E2)
GR Garner (E3)
HP Hopkins (E2)
LN Lundgren (E3)
SC Scott (E2)
SN Snyder (E3)
TF Taft (E3)
VD Van Doren (E3)
WS Weston (E3)

Urbana North Residence Halls
AL Allen (E6)
BS Busey (E5)
EV Evans (D5)
LA Lincoln Avenue (E6) (Shelden-Leonard)
Illinois Street
TW Townsend (C6)
WR Wardall (C6)

Urbana South Residence Halls
Pennsylvania Avenue
BB Babcock (F6)
BL Blaisdell (F6)
CR Carr (F6)
SD Saunders (F6)
Florida Avenue
OG Oglesby (G6)
TR Trelease (G6)

Graduate Halls

DN Daniels (C6)
SM Sherman (D3)

Family Housing

GG Goodwin/Green Apts (C5)
OD Orchard Downs Apts (East of G6)

PRIVATELY CERTIFIED HOUSING

1P Armory House
2P Bromley Hall
3P Brown House
4P Brown House on Coler
5P Christian Campus House
6P Europa
7P Hendrick House East and West
8P Hilltop House
9P Illini Tower
10P Majercak House
11P McKinley Men's Residence Hall
12P Nevada House
13P Newman Hall
14P Newman House
15P Presby Hall
16P Que Linda
17P San Clemente
18P Shaw House
19P Stratford House
20P University YMCA

*These buildings are located outside of the area shown on the map.

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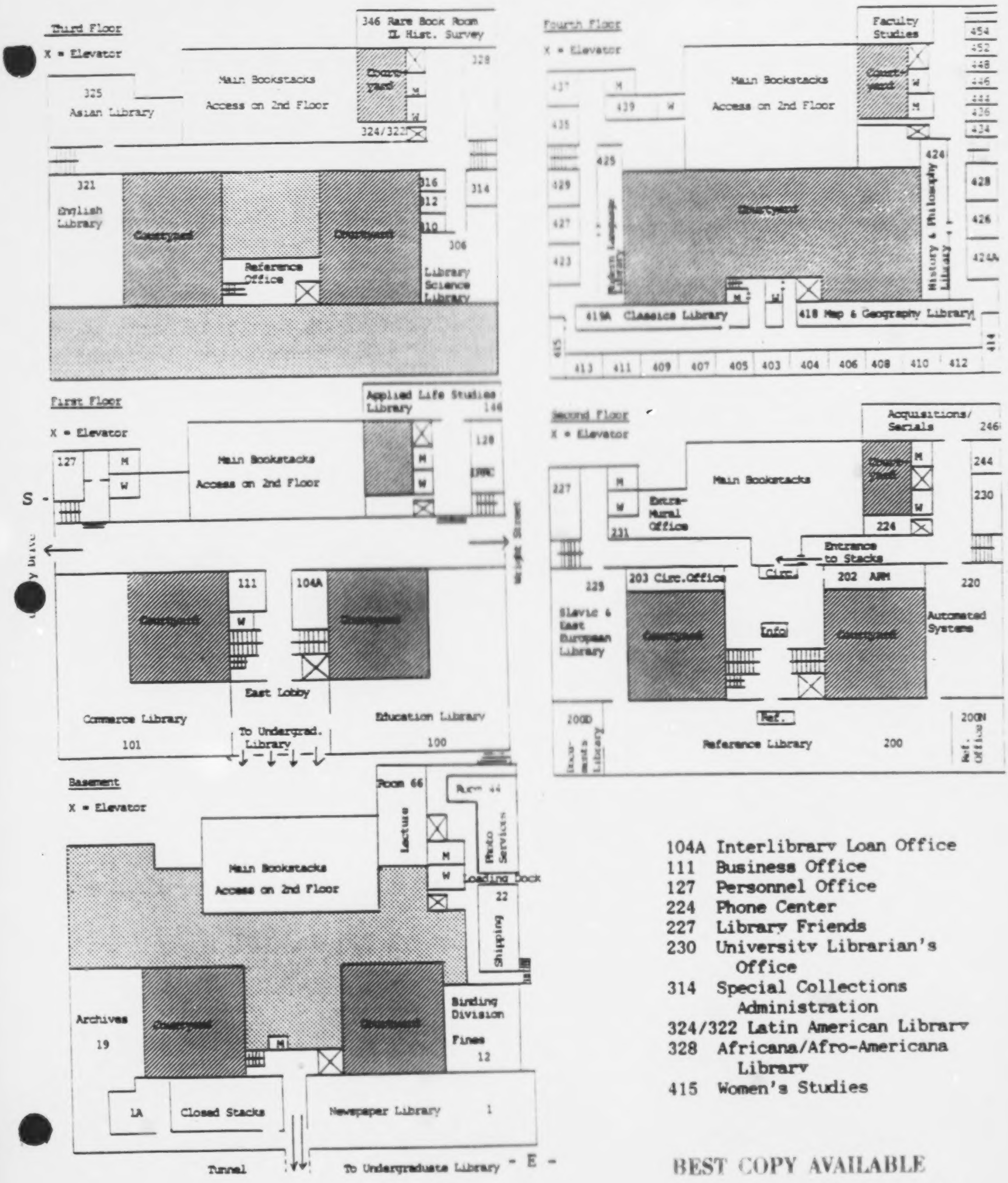
UNIVERSITY OF ILLINOIS LIBRARY


- W -
Third Floor
X = Elevator
346 Rare Book Room
IL Hist. Survey
328
325
Asian Library
Main Bookstacks
Access on 2nd Floor
Courtyard
M
W
324/322
321
English Library
Courtyard
Reference Office
Courtyard
316
312
310
314
306
Library Science Library
Fourth Floor
X = Elevator
Faculty Studies
454
452
448
446
444
436
434
437
435
429
427
423
439
425
Main Bookstacks
Access on 2nd Floor
Courtyard
Modern Languages Library
Courtyard
History & Philosophy Library
424
428
426
424A
419A Classics Library
418 Map & Geography Library
415
414
413
411
409
407
405
403
404
406
408
410
412
First Floor
X = Elevator
Applied Life Studies Library
146
127
M
W
Main Bookstacks
Access on 2nd Floor
128
S -
Wright Street
111
104A
Courtyard
Courtyard
East Lobby
Commerce Library
101
To Undergrad. Library
Education Library
100
Second Floor
X = Elevator
Acquisitions/ Serials
246
227
Main Bookstacks
Extra-Mural Office
231
Courtyard
224
244
230
N-
Entrance to Stacks
Circ.
203 Circ. Office
202 ARM
229
220
Slavic & East European Library
Courtyard
Info
Courtyard
Automated Systems
Ref.
200D
Documents Library
Reference Library
200
200N
Ref. Office
Basement
X = Elevator
Room 66
Room 44
Lecture
Photo Services
Main Bookstacks
Access on 2nd Floor
Loading Dock
22
Shipping
Archives
19
Courtyard
Courtyard
Binding Division
Fines
12
1A
Closed Stacks
Newspaper Library
1
Tunnel
To Undergraduate Library
- E -

104A	Interlibrary Loan Office
111	Business Office
127	Personnel Office
224	Phone Center
227	Library Friends
230	University Librarian's Office
314	Special Collections Administration
324/322	Latin American Library
328	Africana/Afro-Americana Library
415	Women's Studies

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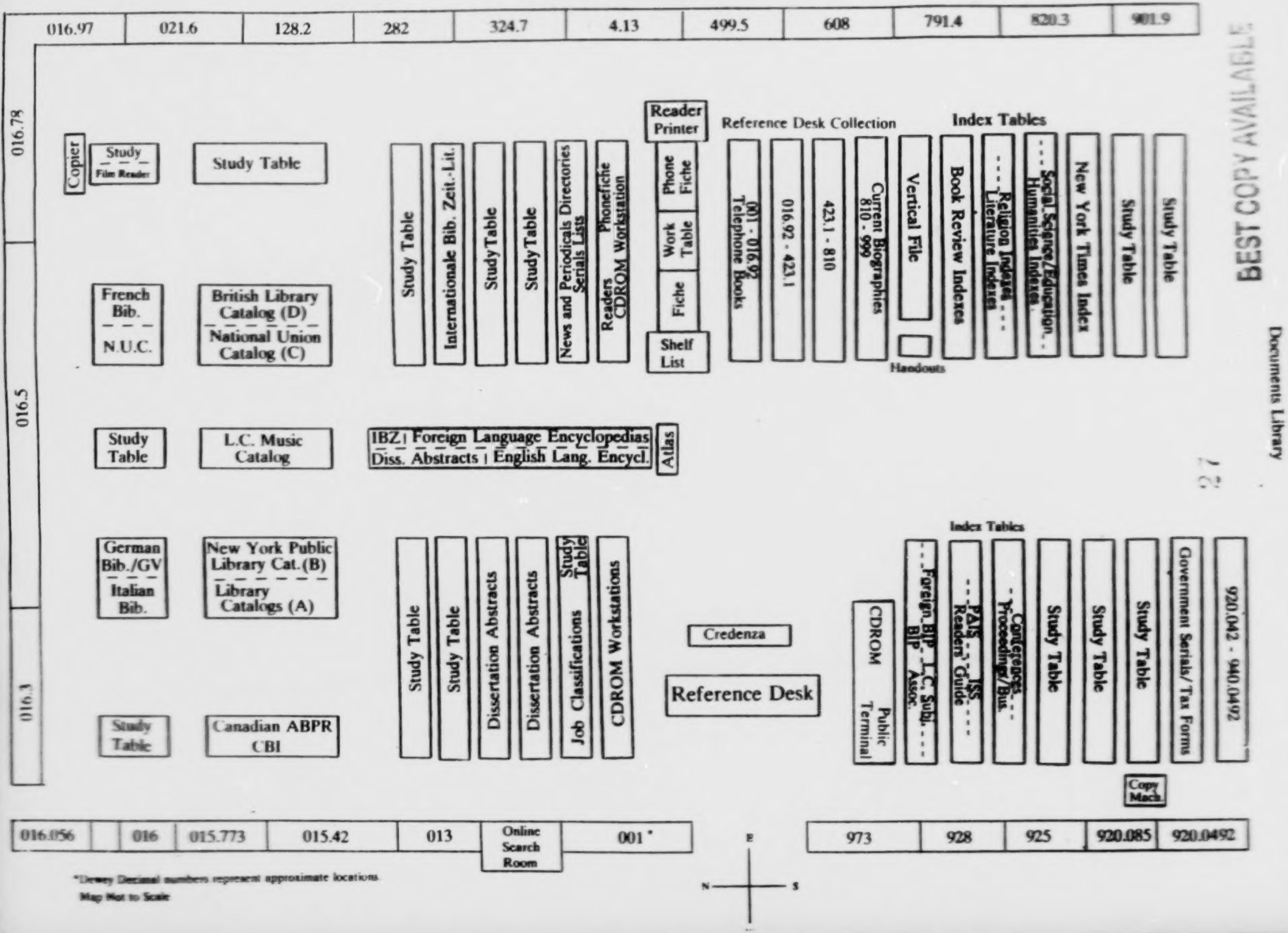
University of Illinois
Library Reference Room



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608
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820.3
901.9
016.78
016.5
016.3
Copier
Study Film Reader
Study Table
French Bib.
N.U.C.
British Library Catalog (D)
National Union Catalog (C)
Study Table
L.C. Music Catalog
German Bib./GV
Italian Bib.
New York Public Library Cat. (B)
Library Catalogs (A)
Study Table
Canadian ABPR CBI
Study Table
Internationale Bib. Zeit.-Lit.
StudyTable
StudyTable
News and Periodicals Directories Serials Lists
Readers Phonefiche CDROM Workstation
Reader Printer
Phone Fiche
Work Table
Fiche
Shelf List
IBZ | Foreign Language Encyclopedias
Diss. Abstracts | English Lang. Encycl.
Atlas
Reference Desk Collection
001 - 016.92 Telephone Books
016.92 - 423.1
423.1 - 810
Current Biographies 810 - 999
Vertical File
Handouts
Index Tables
Book Review Indexes
Religion Indexes
Literature Indexes
Social Science/Education
Humanities Indexes
New York Times Index
Study Table
Study Table
Documents Library
Study Table
Study Table
Dissertation Abstracts
Dissertation Abstracts
Job Classifications
Study Table
CDROM Workstations
Credenza
Reference Desk
CDROM Public Terminal
Index Tables
Foreign BIP L.C. Subj.
BIP Assoc.
PAIS ISS
Readers' Guide
Conferences
Proceedings/Bus.
Study Table
Study Table
Study Table
Government Serials/Tax Forms
920.042 - 940.0492
Copy Mach.
016.056
016
015.773
015.42
013
Online Search Room
001*
973
928
925
920.085
920.0492
E
N
S

*Dewey Decimal numbers represent approximate locations.
Map Not to Scale

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OCLC Cataloging Section
General Procedures Manual for Graduate Assistants

ORGANIZATION

The Library of the University of Illinois at Urbana-Champaign (UIUC) is the largest state-supported university library in the country, as well as the world's largest Dewey library. Within this highly decentralized environment there exists over 35 departmental libraries spread across a large campus serving @35,000 students. The UIUC Library is currently organized administratively into nine divisions.

The Automated Services Unit of the Technical Services Division consists of 4 sections: OCLC Cataloging, Support Services (Searching, Inputting, and Added Copy), Automated Records Maintenance (ARM), and the Library Telephone Center. Together, these groups are responsible for the following duties: post-acquisition OCLC searching of all Roman-alphabet materials (except maps); cataloging and classification for those materials for which OCLC copy is found; inputting of original cataloging records into OCLC and updating of existing OCLC records; maintenance and monitoring of the Library's online catalog.

The OCLC Cataloging Section operates within the Automated Services Unit of the Technical Services Division of the University Library. OCLC cataloging is centralized within the Automated Services Unit. The OCLC Cataloging Section is responsible for the timely cataloging and classification of materials for which OCLC copy has been found, in order to fulfill our service obligation to the university community: providing adequate and efficient access for all Library users. Currently, the OCLC Cataloging Section handles approximately 85% of all monographic materials cataloged and classified for the University Library. Materials include monographs, music scores, sound recordings, serials, and serial analytics.

GENERAL OFFICE PROCEDURES/PERSONNEL MATTERS

Detailed information concerning general office procedures and personnel matters is included within the Automated Services Unit Procedures Manual (currently undergoing revision). Included here are specific elements which apply directly to graduate assistants within the OCLC Cataloging Section.

OFFICE HOURS: M-F 7:00 a.m. - 5:00 p.m.

GA SCHEDULES: Working hours for graduate assistants are between the hours of 8:00 a.m. - 5:00 p.m., Monday-Friday. It is the responsibility of each graduate assistant to provide the immediate supervisor with a work schedule of weekly hours, and to fulfill those hours. The OCLC Cataloging Section operates as a team: transfer of information must be facilitated during these primary working hours. Downward flow of communication (i.e. cataloging policy or procedural changes, specific job duties, etc...), upward flow of communication (i.e. questions, suggestions, etc...), and horizontal flow of communication (i.e. task coordination, problem solving, mentoring, etc...) cannot be effective without maintenance of individual schedules. Variations in individual schedules may be discussed with the supervisor after the training period, and for individual conflicts (i.e. term paper crunches, final exams, etc). Holiday time is averaged out of a standard weekly schedule (i.e. given a 20 hour work week with one day as a paid holiday, each GA is only required to work 16 hours for that week).

KEYS/LOCKERS: Each GA receives 2 keys. The key to Room 220 opens the west door only. This door should remain locked after 5:00 p.m. M-F, and on weekends. Each GA also receives a locker for personal items. Please return your keys to your supervisor when your assistantship ends.

EMERGENCIES/DISASTERS: The emergency phone number for most situations is 9-911. Possible situations include: medical/tornado/fire/earthquake/flood/bomb threat. More detailed information is provided in the Automated Services Unit Procedure Manual.

REPORTING ACCIDENTS ON THE JOB: A University employee injured, however slight, on the job, should report at once to his or her supervisor and to the UIUC McKinley Health Center. If an employee is critically injured so that any delay in reaching a hospital might cause irreparable damage or endanger life, the supervisor or any equally responsible person should call the police emergency number (9-911), which will arrange transportation for the injured employee to a community hospital. The person who calls the police should immediately inform the Health Center about the accident and the action taken.

ETIQUETTE/SECURITY: Courtesy to office coworkers is expected. The same courtesy should apply to visitors and guests to the Unit. The Automated Services Unit is restricted to staff only. Personal visits should be of short duration. If you must talk at length with a friend who has exciting news, take a break. If unknown individuals wander through the unit, a polite question offering assistance most easily identifies those persons having legitimate business. When confronted with a possibly violent patron or staff member, assume a non-threatening disposition, and try to call 9-911.

TELEPHONE: Everyone is required to answer the section telephone. Be courteous; this is a business line. Take a message if the requested party is not available. Directions for transferring phone calls are posted on each telephone. If you are taking vacation time, sign out on the weekly schedule posted at the phone so others will know you are not in. If you are ill yet able, call in to your supervisor.

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STAFF LOUNGE: Located on the 4th floor. Open during normal hours of operation M-F. There is also a key at Doris's desk. During a 4 hour shift, staff are allowed a 15 minute break. During an eight hour shift, staff are allowed two 15 minute breaks ~~along with a ½ hour lunch~~. The lounge has vending machines.

GA MEETINGS: Meetings are held as required. The individual GA is reponsible for attendance, as they will be called around everyone's set schedule.

EATING/DRINKING/SMOKING: Eating and drinking are permitted at one's desk. Exercise caution when around library materials. GAs are responsible for finger trails. Wash your hands. You don't want to be responsible for mutilated materials. Do not eat or drink while at a terminal. Smoking is permitted in designated areas only.

MAIL: Business mail is collected and distributed twice daily, each morning and afternoon. Personal mail will not be processed.

PHOTOCOPYING POLICY: Photocopying is restricted to library business/office functions.

SUPPLIES: The supply cabinet is located next to Sharon Clark's office. If you cannot find an item, check with Linda Mowry, who orders supplies.

HISTORY

The placement of OCLC cataloging within the Automated Services Unit was initially organized in the late 1970's in order to meet the following goals: to organize the workflow according to function rather than form; to more clearly define professional responsibility by redistributing clerical activities; to prevent duplication of effort and to maximize the use of automation in its capacity for shared cataloging resources.

The UIUC Library has been a participant in OCLC since 1974. Currently, OCLC continues to be the source of cataloging records for the Library's online catalog (ILLINET Online), which system includes two linked components: LCS (Library Circulation System) and FBR (Full Bibliographic Record). LCS, the automated circulation component, was implemented in 1978. An IBM system originally developed at Ohio State University, LCS was modified to function in a multi-campus environment. The LCS database contains short records for the Library's collections, including call number, main entry, title, edition statement, place and date of publication, LC card number, and detailed holdings by copy and location. LCS serves as the master shelflist, on-order file, and only record of current location. The FBR component became operational in September 1984 and is based on Western Library Network (WLN) software. This database represents the joint holdings of over 800 institutions within the state of Illinois. Each full bibliographic record has a system link to

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the associated LCS record for that item. Authority control is provided through a separate authority file containing the Library of Congress authority tapes for names, series, and subject headings. All cataloging at UIUC is accomplished using OCLC to create an archival tape which forms the basis for both the LCS and FBR components of the online catalog. Illinet Online is updated weekly as new titles are extracted from the archival tapes by computer program (The FBR component is updated each night electronically; the LCS component is, as yet, updated on a weekly basis).

SERVICE FUNCTION

The UIUC Library operates as a support system towards the multiple ends of the research, teaching, and service functions to both the university community, as well as to the community of citizens of the state of Illinois. SERVICE is the primary function of the University Library. Library personnel provide either direct (i.e. reference, circulation, etc...) or indirect (acquisitions, cataloging, etc...) PUBLIC SERVICE. (The classical distinction between "technical" service and "public" service within a library structure is an arbitrary construct of form which evaporates when seen from the integral function of service.). The primary goal of the OCLC Cataloging Section was, and is, to structure the flow and procedures for maximum cataloging productivity, as well as to keep pace with currently received materials, in order to fulfill our service obligation to the community of library users.

OCLC CATALOGING TOOLS

The UIUC Library adheres to national and international standards whenever these standards do not conflict with local policies. The following tools provide direction towards meeting these standards, and are applied where appropriate. Competency in the understanding of which tool to utilize, and proficiency in how to utilize each tool by the end of the training period, is required, and is the responsibility of each graduate assistant.

HUMAN RESOURCES: Supervisor and Mentors.

PAPER TOOLS: AACRIIr (and LCRIs); OCLC Cataloging Section Procedures Manual; Dewey Decimal Classification 20; Library of Congress Subject Headings (17th ed.); Free-Floating Subdivisions Manual; Subject Cataloging Manual; OCLC Books Format; MARC Code Lists; Cutter Tables; Gazeteers and Dictionaries (located on the Reference shelves in Automated Services); CPAC decisions (minutes published in Library Office Notes).

ELECTRONIC TOOLS: ILLINET Online = LCS (Library Circulation System) and FBR (Full Bibliographic Record) components; OCLC (Online Computer Library Center- PRISM Service).

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OCLC CATALOGING WORKFLOW

The basic model for workflow and procedures regarding OCLC cataloging was largely developed to accommodate the adoption of Dewey 19 and AACRII in 1979, and to facilitate the future implementation and expansion of the online catalog with minimal disruption. Initially created for monographs, other formats including serials, analytics, and music scores and recordings were later integrated into the basic pattern of the OCLC Cataloging Section.

As materials are received from the Acquisitions Unit, they are searched on OCLC for cataloging records. Items lacking cataloging records in the OCLC database are routed with accompanying authority information for original cataloging. Items for which OCLC copy is found are routed to the OCLC Cataloging Section for cataloging and classification. Items located in the OCLC database with our UIU holding symbol are processed as added copies. Monographs identified with special streamers as having cataloging-in-publication (CIP) data are searched only on LCS. Those items with records already in LCS are then processed as added copies. New materials with CIP data are routed to the OCLC Cataloging Section where paraprofessionals handle the authority work, Dewey classification, and cuttering, prior to processing on OCLC. For materials lacking CIP data, printouts are produced to facilitate Dewey classification. Both the item and the accompanying printout is routed to the OCLC Cataloging Section. Following the editing of OCLC copy, the classification process, and the assignment of cutter numbers utilizing the shelf listing capabilities of LCS, materials are then routed to OCLC operators for processing. Statistics are to be maintained by graduate assistants both for the number of bibliographic units processed, as well as the number of titles cuttered.

OCLC CATALOGING RESPONSIBILITIES

The primary duty for graduate assistants is to catalog and classify materials with OCLC copy, utilizing standard cataloging tools, while maintaining national standards in conformity with local policies. Priorities of materials in the OCLC Cataloging Section rank as follows: 1)Rush items (give to Chris To) as well as all newly received items with patron notification slips; 2) location items (blue streamers); 3) general stacks items (STX designation).

Maintain a monthly statistical count of bibliographic units, in conformity with ARL guidelines, as well as the number of titles cuttered.

Maintain a consistent schedule of working hours on a weekly basis.

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Responsible for reading, maintaining, and referring to procedural memoranda as appropriate. These are the property of the OCLC Cataloging Section. Responsible for reading Library Office Notes for CPAC (Cataloging Policy Advisory Committee) decisions concerning changes in library cataloging policy which may affect our cataloging procedures.

Desks are to be maintained in a neat and orderly fashion in order to facilitate access to uncataloged titles specifically requested by patrons. Also, as befits a world class library, Automated Services is often a focal point for librarians/visitors from around the globe. As a representative of this section and the institution, show your professionalism.

Answer the section telephone in a courteous, businesslike manner: "OCLC Cataloging, may I help you?" OR "Automated Services, may I help you?" The section telephone is a business phone; business calls have priority during working hours. Everyone is responsible for making sure the phone is answered within three rings. Short personal calls are legitimate during the day, but please remember that you are using a business line. The section phone may also be used after hours for brief local calls.

Annual Conference Schedule
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Commercial Technical Services Committee. Sunday, June 26, 8–9 a.m.; Monday, June 27, 8–9 a.m.

Conference Program Planning (Chicago, 1995). Friday, June 24, 8–10 p.m.; Saturday, June 25, 11:30 a.m.–12:30 p.m.

Duplicates Exchange Union Committee. Sunday, June 26, 11:30 a.m.–12:30 p.m.

Education Committee. Saturday, June 25, 8–9 a.m.; Monday, June 27, 8:30–11 a.m.

Executive Committee. Saturday, June 25, 8–9 a.m.; Tuesday, June 28, 8–10 p.m.

International Relations Committee. Saturday, June 25, 2–4 p.m.; Tuesday, June 28, 8–11 a.m.

Legislation Committee. Saturday, June 25, 8–9 a.m.; Monday, June 27, 11:30 a.m.–12:30 p.m.

Library Materials Price Index Committee. Sunday, June 26, 8:30–11 a.m.

LRTS Editorial Board. Saturday, June 25, 11:30 a.m.–12:30 p.m.

LRTS Subcommittee on the State of Copy Cataloging. Sunday, June 26, 2–4 p.m.

Membership Committee. Sunday, June 26, 2–4 p.m.

Organization and Bylaws Committee. Saturday, June 25, 9:30–11 a.m.; Tuesday, June 28, 8–11 a.m.

Orientation of New Chairs and Officers. Saturday, June 25, 8–9 a.m.

Esther J. Piercy Award Jury. Sunday, June 26, 9:30–11 a.m. (closed)

Committee on Planning. Saturday, June 25, 8–9 a.m.; Monday, June 27, 8–9 a.m.

Preservation Microfilming Committee. Sunday, June 26, 9:30 a.m.–12:30 p.m.

President's Program. Monday, June 27, 9:30 a.m.–12:30 p.m.

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Essential Elements of Training Program for Entry-Level Professional Catalogers

The following training outline has been developed by the Committee on Education, Training, and Recruitment for Cataloging of the Cataloging and Classification Section to assist in the training of beginning professional catalogers. This outline provides the essential elements of a training program for entry-level catalogers. It is recommended that training begin with LC-copy cataloging before moving to contributed copy and finally to original cataloging. The timetable depends greatly upon the individual cataloger. The total training program probably will require from six months to a year to complete.

This outline will be submitted to the CCS Executive Committee for approval during the 1994 ALA Annual Conference. The Committee on Education, Training, and Recruitment for Cataloging welcomes any comments on the outline that ALCTS members have. Please send your comments by June 20 to Rick J. Block at rblock@library.tufts.edu

I. Job Orientation
    A. Logistics and organization of Cataloging Department
        1. Tour of department, staff introductions, supplies, meetings, etc.
        2. How position fits functionally and physically into department
        3. Location of cataloging tools, dictionaries, department manuals, special equipment, etc.
        4. Mission of Cataloging Department. Department's philosophy of cataloging
    B. Logistics and organization of Technical Services
        1. Tour and introductions of other Technical Services staff
        2. Workflow: Request, order, receipt, cataloging, processing, shelving, etc.
        3. Consortial arrangements, centralization of technical processing, locations of department catalogs for branches or other locations, any special arrangements with those locations
    C. Logistics and organization of library
        1. Tour and staff introductions
        2. Overview of library organization
        3. Scheduled library meetings and committees
        4. Future significant events: new building, migration to new system, etc.
        5. Consortia and network memberships
        6. Branch libraries (tours later)
    D. Personnel issues
        1. Performance reviews
        2. Sick, vacation leaves and personal days
        3. Promotion and tenure
    E. Electronic tools related to job
        1. E-mail
        2. Internet/BITNET
        3. Personal computers/word processing
        4. Mainframes
        5. LANs
    F. Continuing education and professional development opportunities
        1. OCLC/RLIN workshops
        2. Local, state, and regional library organizations
        3. National and international library organizations

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        4. Other professional development opportunities

II. Basic cataloging
    A. Electronic resources for cataloging
        1. Using bibliographic utility
            a. Searching bibliographic utility for bibliographic and authority records
            b. Exporting records from bibliographic utility
            c. Mechanics of editing and creation of records on bibliographic utility
        2. Availability of vendor databases
            a. Searching vendor database(s)
            b. Retrieving records from vendor database(s)
        3. Content of local bibliographic database
            a. What is in the online catalog
            b. Status of retrospective cataloging
            c. Source(s) of all online records
            d. Relationship of local database to bibliographic utility
            e. Any cards still produced
        4. Using local bibliographic database
            a. Searching local online catalog and cataloging modules
            b. Mechanics of editing and creation of records in cataloging module
            c. Authority control in local database
    B. Descriptive cataloging
        1. AACR2
            a. Chief source of information
            b. Title and statement of responsibility
            c. Edition; publication, distribution, etc., area; physical description; series area; notes
        2. Older cataloging rules
        3. LC rule interpretations
        4. Local descriptive cataloging practices
    C. MARC format
        1. Leader and directory
        2. Fixed fields
        3. Variable fields
    D. Additional local practices
        1. Handling of various levels of copy: general statement or guidelines on acceptance of various levels of copy
        2. Statistics: who to report statistics to, use of statistics, etc.
        3. Handling of materials (call number and other information noted on piece, etc.)

III. Advanced cataloging
    A. Access points
        1. Names
            a. Concept of main and added entries
            b. Concept of corporate authorship
            c. Conference headings
            d. Verification of name headings
        2. Series
            a. Definition of series
            b. Series statement and entry
            c. Series numbering

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Annual Conference Schedule
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Professional Ethics Task Force. Sunday, June 26, 9:30–11 a.m.

Publications Committee. Saturday, June 25, 9:30 a.m.–12:30 p.m.

Publisher Vendor Library Relations Committee (PVLR). Saturday, June 25, 2–4 p.m.; Monday, June 27, 9:30–12:30 p.m.

PVLR Electronic Publications License Agreements Subcommittee. Friday, June 24, 2–5:30 p.m.; Sunday, June 26, 2–4 p.m.

Research & Statistics Committee. Saturday, June 25, 9:30 a.m.–12:30 p.m.

Scholarly Communications Committee. Monday, June 27, 2–4 p.m.

Scholarly Communications, Open Forum on AAU Research Libraries Project: Final Task Force Recommendations. Friday, June 24, 2–4 p.m.

Technical Services Measurements Committee. Saturday, June 25, 11:30 a.m.–12:30 p.m.; Monday, June 27, 9:30–11 a.m.

Task Force on Meeting the Continuing Education Needs of Paraprofessionals. Saturday, June 25, 9:30–11 a.m.; Sunday, June 26, 9:30–11 a.m.

Division Discussion Groups

Automated Acquisitions/In-Process Control Systems in Libraries Discussion Group. Monday, June 27, 9:30–11 a.m.

Computer Files Discussion Group. Sunday, June 26, 9:30 a.m.–12:30 p.m.; Saturday, June 25, 11:30 a.m.–12:30 p.m.

Creative Ideas in Technical Services Discussion Group. Sunday, June 26, 4:30–5:30 p.m.

Newspaper Discussion Group. Monday, June 27, 11:30 a.m.–12:30 p.m.

Out of Print Discussion Group. Saturday, June 25, 2–4 p.m.

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Essential Elements of Training

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        3. Title added entries
        4. Local access point practice: general statement on acceptance of headings
    B. Subject headings
        1. General principles of subject analysis
        2. General principles of subject heading system (LC, Sears, etc.)
        3. Use of subject heading system (pattern headings, free-floating subdivisions, etc.)
        4. Local subject heading practice: general statement on acceptance of headings
    C. Classification and shelflisting
        1. General principles of classification
        2. General principles of classification scheme (LC, Dewey, etc.)
            a. Cuttering
            b. Literary classification
            c. Classed-together series
            d. Classification tables
        3. Shelflisting: online, paper, or both
        4. Local classification and shelflisting practice
    D. Additional local practices and special problems
        1. Recataloging and reclass
        2. Withdrawals, transfers, etc.
        3. Local processing procedures
        4. Additional cataloging tools
IV. Authority control
    A. Sources of authority records
    B. Verification of headings
        1. Name
        2. Series (+ uniform titles
        3. Subject
    C. Cross-reference structure
    D. Local authority control practice
V. Online catalog maintenance
    A. Database maintenance
        1. Responsibility
        2. Error reports
        3. Changes in form of heading
    B. Retrospective conversion
        1. Status of any project(s)
        2. Procedures
VI. Special formats
    A. Serials
    B. Computer files
    C. Sound recordings
    D. Scores
    E. Microforms
    F. Audiovisual materials
    G. Cartographic materials
    H. Graphic materials, realia, etc.
    I. Other special formats ■

Annual Conference Schedule

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Pre-Order and Pre-Catalog Searching Discussion Group. Monday, June 27, 2–4 p.m.

Role of the Professional in Academic Research Technical Services Departments Discussion Group. Sunday, June 26, 2–4 p.m.

Technical Services Administrators of Medium-Sized Research Libraries Discussion Group. Saturday, June 25, 9:30 a.m.–12:30 p.m.

Technical Services Directors of Large Research Libraries Discussion Groups. Friday, June 24, 8:30 a.m.–12:30 p.m.

Council of Regional Groups

Council of Regional Groups. Monday, June 27, 9:30–11:00 a.m.

Council of Regional Groups, Executive Committee. Monday, June 27, 11:30 a.m.–12:30 p.m.

Council of Regional Groups, Affiliate Relations Committee. Sunday, June 26, 4:30–5:30 p.m.

Council of Regional Groups, Speakers Bureau Committee. Sunday, June 26, 4:30–5:30 p.m.

AS Committees

Executive Committee. Sunday, June 26, 2–5:30 p.m.; Tuesday, June 28, 8:30 a.m.–12:30 p.m.

Acquisitions Organization & Management Committee. Monday, June 27, 2–5:30 p.m.

Education Committee. Sunday, June 26, 2–4 p.m.

Policy & Planning Committee. Sunday, June 26, 9:30–11 a.m.; Monday, June 27, 8–11 a.m.

Publications. Monday, June 27, 11:30 a.m.–12:30 p.m.

Publications Committee, Foreign Bookdealers Subcommittee. Sunday, June 26, 8–9 a.m.

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AACRIIr

The Anglo-American Cataloguing Rules, second ed., 1988 revision (AACRIIr), codifies the rules for bibliographic description, as well as name and title access. AACRIIr represents the current international agreements in these areas, and thereby facilitates cooperation among libraries. It expands on the agreements presented in earlier codes and forms the basis for further agreements that will be added to future codes.

The earlier AACRII (published in late 1978 but not implemented by the major national libraries until January 1981) had undergone a process of continuous revision. Approved revisions had been published in 1982, 1984, and 1986. Rather than publish a fourth set of revisions, it was decided to consolidate AACRII and all its revisions, including the one approved since 1986, into a single volume. The result was AACRIIr.

One significant change which began with the earlier AACRII is the presentation of rules for description: one general chapter presents broad provisions that can be applied in many different situations. This chapter is followed by specific chapters for different types of materials and for different conditions and patterns of publication. The rules for description are deliberately less specific in legislating ways to handle certain phenomena. The cataloger is thereby encouraged to exercise judgement in interpreting the rules in light of the needs of the user being served.

Rule interpretations made by the Library of Congress (LCRIs) in their process of applying AACRIIr are published regularly in Cataloging Service Bulletin. Official changes made to the rules are also published there.

In choosing the appropriate chapter or chapters to be used in cataloging a particular item, the cataloger should start with the physical form of the item being cataloged, not the original or any previous form in which the work has been published. For example, a monographic publication in microform should be described according to the rules in Chapter 11 (for microforms), augmented by those in Chapter 2 (for monographs), and Chapter 1 (general rules) as required.

2.1A1-1

AACR 2

Part 1: rules for bibliographic description

what to transcribe
order in which to put information
punctuation

chap.1 - general, applies to all types of material
chap.2-13 - rules pertaining to specific forms used in addition to or in place of the general rules
chap.2 - books
chap.3-13 - other special forms - sound recordings, maps, serials, etc.

Part 2: choice and form of access points (entries)

Series
uniform title,
conference heading

chap.21 - choice of main entry and added entries
chap.22-25 - form of entry

- 22 - persons
- 23 - geographic names
- 24 - corporate names
- 25 - uniform titles

chap.26 - references
appendices - includes glossary, abbreviations, rules for capitalization, rules for use of numbers

DESCRIPTION

elements for books:
- Title and statement of responsibility
- Edition
- Publication, distribution, etc. (Imprint)
- Physical description
- Series
- Notes
- Standard number (ISBN)

punctuation:

Title : other title / author. -- Edition. -- Place of publication : Publisher, Date.
paging : illustrations ; size. -- (Series, ISSN ; volume)
Note.
Note.
Note.

do descriptions of
1-10 titles

COMPLETE CATALOG RECORD

A complete catalog record consists of:
- bibliographic description
- main entry
- subject entries
- added entries
- call number

2.1A2-1

AACR 2

Medium

1 General rules
2 Books, pamphlets, and printed sheets
3 Cartographic materials
4 Manuscripts
5 Music
6 Sound recordings
7 Motion pictures and videorecordings
8 Graphic materials
9 Machine-readable data files
10 Three-dimensional artefacts and realia
11 Microforms
12 Serials
13 Analysis

Area

.0B Sources of information
.0C Punctuation
.1 Title and statement of responsibility
  .1C General material designation
.2 Edition
.3 Material specific details
.4 Publication, distribution, etc.
  .4F Date
.5 Physical description
.6 Series
.7 Note
.8 Standard number and terms of availability

BEST COPY AVAILABLE

2.1A3-1

ISBD

ISBD (International Standard Bibliographic Description) represents a major step towards international agreement for cataloging rules. At the International Meeting of Cataloging Experts held in Copenhagen in 1969, an International Working Party was established with the purpose of developing guidelines for the description of monographic material. This group issued a document in 1971 entitled *International Standard Bibliographic Description (for Single Volume and MultiVolume Monographic Publications)* (ISBD). In 1972 the ISBD was adopted as a standard by the International Federation of Library Associations (IFLA). The major purpose of the ISBD as approved by IFLA was to facilitate the international exchange of bibliographic information by: standardizing the elements to be used in the bibliographic description; assigning an order to these elements; and specifying a system of symbols to be used in punctuating these elements. Within a short time, certain ambiguities and a lack of details inherent in this document were discussed at the IFLA conference held in Grenoble in 1973. Two documents were subsequently published: *ISBD(M)* and *ISBD(S)*. The three primary objectives of the newly adopted format were:

1) that records produced in one country or by the users of one language can be easily understood in other countries and by users of other languages;

2) that the records produced in each country can be integrated into files or lists of various kinds containing also records from other countries;

3) and that records in written or printed form can be converted into machine-readable form with the minimum of editing.

In order to fulfill these requirements:

1) the order of bibliographic elements to be presented on a record was standardized and

2) a special punctuation pattern distinguishing these elements was prescribed.

One of the unique features of the ISBD format is its set of prescribed punctuation. The prescribed punctuation mark precedes each element in the description and signifies the nature of that element. The prescribed punctuation marks are used as a device of recognition for both machine and human manipulation of bibliographic records.

ISBDs developed so far include: **ISBD(A)**, ISBD for Older Monographic Publications (Antiquarian); **ISBD(CF)**, ISBD for Computer Files; **ISBD(CM)**, ISBD for Cartographic Materials; **ISBD(G)**, General; **ISBD(M)**, ISBD for Monographic Materials; **ISBD(NBM)**, ISBD for Nonbook Materials; **ISBD(PM)**, ISBD for Printed Music; **ISBD(S)**, ISBD for Serials.

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Bibliographic description

Part one of AACRIIr contains rules on the description of library materials. The description presents bibliographic and physical characteristics of the material being described. The bibliographic description is divided into the following eight areas, presented in the order below:

- Title and statement of responsibility
- Edition
- Material (or type of publication) specific details
- Publication, distribution, etc.
- Physical description
- Series
- Note(s)
- Standard number and terms of availability

Each of these areas is further divided into a number of elements which vary according to the type of publication or medium.

The General International Standard Bibliographic Description, ISBD(G) (1975), serves as a single framework for the description of all types of publications in all types of media, thereby ensuring a uniform approach in bibliographic description. The ISBD(G) was incorporated into AACRII and AACRIIr as the general framework for bibliographic description (Chapter 1 of AACRIIr). It contains rules applicable to all types of materials. The International Standard Bibliographic Description for Monographic Publications, ISBD(M), developed by IFLA (1974), serves as the basis for rules of description of monographic materials (Chapter 2 of AACRIIr).

Each of the chapters in Part one of AACRIIr may be used alone or in combination with one or more of the other chapters. When specific types of material require unique treatment of a particular element, consult the appropriate chapter for more substantial direction; the general chapter provides only general guidance.

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Choice of access points

The rules in AACRIIr , chapter 21, deal with the choice of access points and not the form of entry. Choice of access points means choosing all names and titles under which the description of an item may be sought by a user. For any one item, one of the access points is chosen as a main entry, and the others become added entries. Originally this choice was necessary, in part, so that there could be one place in a printed catalog where all information about a work or item could be found, while other entries for the item in that catalog could be much shorter. Eventually, when unit cards became standard, this need for a main entry became obsolete.

Proponents of the idea that all access points for an item are basically equal question whether there is a need for main entry as a collocating device. The claim is that in most catalogs all access points are equally accessible; in online systems, the main entry is not necessarily used to subarrange records retrieved under other access points (i.e., subarrangement may be by date).

Proponents of main entry assert that one of the major outcomes of cataloging is to identify the work contained therein. This can only be done, it is believed, by using one consistent means for citing the work. This, in turn, can only be done by adhering to a set of rules for choosing the main access point and then using this main entry in conjunction with other necessary elements to form a unit that identifies the work. As noted in AACRIIr, chapter 1, use of a main entry combined with title or uniform title is the only way we have to identify the same work in several containers. It is also the most common way to identify (in a note) a work that is related to the work being described by the bibliographic record. As long as this is true the concept of main entry cannot be abandoned.

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Form of headings

Once it has been decided what is to be the main entry or heading, and what are to be added entries, it must be determined how those entries are to be displayed or written on the record. The rules in AACRIIr for choice of entry deal with who or what is to be the entry; the rules for form of entry/heading deal with how an entry is to be written or recorded (i.e., the specific spelling and wording used to record an access point on a catalog record) in order to provide for both uniqueness for individual entries (identification) within a catalog, as well as to provide for consistency for entries within a particular discipline (collocation) within a catalog.

Part two of AACRIIr concerns these access points: chapter 21 deals with choice of entry; chapter 22, form of headings for persons; chapter 23, form of headings for geographic names; chapter 24, form of headings for corporate names; chapter 25, form of headings for uniform titles.

It should be noted that the rules in the chapter for form of headings for persons apply whether they are access points because of some kind of responsibility for the creation of a work, or because they are the subject of a work (i.e., a personal name subject heading is constructed in the same manner and according to the same rules as is a personal name main or added entry heading for an author, painter, performer, etc.

FORM OF ENTRY

I. General rules

use name as it appears on title page
with rare exceptions use same form for every work, even if name appears in more than one form [illegible]

choose: predominant form
form in language of person, body, etc.
if no predominant form, use fullest form

make references from all forms not chosen as entry

pseudonym - use if all or most of works appear under it Lewis Carroll / Charles Dodgson
name change - use latest form if person is known to use it marriage / titles

II. Entry element

forename surname - enter under surname

compound surname - if hyphenated, enter under first element
others - enter under first element unless the name is Portugues Spanish also
Portuguese - enter under last element

separately written prefixes - use as entry element that used in lists in the person's language or country of residence

forename only - enter under forename, add elements that appear with name Pope John Paul I

geographic names - generally use an English form if one is in general use
use geographic name for entry of Government

corporate names - enter directly as name is used by body

names that imply that the agency is part of a larger organization are entered as a subdivision of the higher body committees, offices
certain government bodies are entered as subdivisions of the government ministries, departments

III. Additions to names

personal names - add date(s) if known
if entry uses initials and names are known, add names in parens as qualifier

corporate names - generally add geographic name as qualifier (if one is needed)

government agencies entered directly - add qualifier (govt.) if name of government or surrogate is not part of name National Gallery of Art (U.S.)

conferences - add number, date, and place

enter under conference name only if name appears in preliminaries

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2.5A2-1

Reference structure

In order to provide access to names or forms of names not used as headings, and to connect related headings in the catalog, references, also called cross references, are provided. Generally speaking, references, or reference tracings, are alternate forms or variant forms of the authorized heading. Moreover, reference tracings can also be related headings that bear a special relationship to the authorized heading. These are known as "see also from" references. References are the second major part of an authority record. An authority record does not have to contain a reference to be an authority record. On the other hand, there can be many references for one heading. The rules for forming references, what constitutes a valid reference, and the general guidelines for forming references are given in chapter 26 of AACRIIr. Because references are directly associated with the choice of names and forms used in headings, chapter 26 complements chapters 22-25. References are to be made as instructed in these chapters. References should be made only to a heading for which there is an entry in the catalog.

In practice, OCLC catalogers need not be overly concerned with providing references, since it is considered that we are dealing with full level cataloging to begin with. Moreover, at this time ARM only accepts authority work from the OCLC Cataloging Section for personal names in the catalog. This most often applies to Spanish or Portuguese names having compound surnames; the reference from the inverted form of the compound surname is often lacking.

2.6A1-1

Verbal subject analysis

Subject analysis is the process of discerning what subject concept or concepts are covered by the intellectual content of a work (what the work is "about"), as a precursor to assigning subject headings, index terms, or classification. The title of a work, particularly a work from the hard sciences, often gives an indication of the subject content. Other features in the work also provide excellent guides to the subject matter. These are abstract, table of contents, chapter headings, preface, introduction, book jacket, slipcase, etc. When these elements fail to provide a clear picture of what the work is about, external sources, such as bibliographies, catalogs, review media, and other reference sources, may prove to be helpful. Occasionally, subject specialists may have to be consulted, particularly when the subject matter is unfamiliar to the cataloger.

Once the subject concept (or concepts) covered by the intellectual content of a work has been determined, as many subject headings as are appropriate are chosen from a standardized list of controlled vocabulary terms (thesaurus terms), such as LCSH (i.e., those thesaurus terms are chosen which best match the concept terms as discerned in the work by the cataloger). It is important to check that the subject headings chosen for a work will properly collocate into the catalog with other works covering the same or related subject concepts.

In practice, determining the "aboutness" of a work depends upon the cataloger's knowledge, opinions, experiences, and judgement. Moreover, there is no one correct way to determine the "aboutness" of a work. Subject cataloging, by its nature, is not a precise science. Yet recent studies of online catalog users have shown that subject access in online catalogs is quite popular. It must be assumed, therefore, that subject analysis, at the majority of institutions, has been done well enough that people find it useful, if not perfect.

Library of Congress Subject Headings

The official list of Library of Congress subject headings (LCSH) consists of terms, with references, that have been established over the years since 1897 for use in that library's subject catalogs. Library of Congress subject headings come from a long tradition of theory and practice that is generally held to begin with Charles Ammi Cutter's Rules for a Dictionary Catalog. Although developed to give subject access to the vast collections of one particular library, this list has been adopted by libraries of all sizes, including many with non-LC classification schemes. It was first published in 1909. The main list (printed version) is cumulated annually. LCSH is essentially a subject authority list. There is no code for subject cataloging comparable to AACRIIr for descriptive cataloging.

Main headings to be used as cataloging entries are printed in boldface type. Main headings may be subdivided (as a means of combining a number of different concepts into a single subject heading) by one or more of four kinds of subdivisions: topical, form, period, and geographic. The subdivisions used with main headings in LCSH, with few exceptions, represent a form or aspect of the main subject, instead of a subordinate class of the main subject. Some of the topical and form subdivisions are of general application and are known as free-floating subdivisions. There are five broad groups: general free-floating subdivisions; subdivisions used under classes of persons and ethnic groups; subdivisions used under names of corporate bodies, persons, and families; subdivisions used under place names; and subdivisions controlled by pattern headings. All free-floating subdivisions are listed in Free-Floating Subdivisions: An Alphabetical Index.

Certain categories of headings are omitted from the LCSH list, particularly headings which represent the proper names of persons, corporate bodies, and places. A list of the principal categories of headings omitted appears in the introduction to LCSH.

In the MARC authorities format functions of terms are identified by coding. Primary terms are given a three-digit code beginning with 1 (i.e., 150, 151). "Used for" terms are preceded by codes beginning with 4 (i.e., 450, 451); "see also" references are preceded by code 360; and broader and related terms are preceded by codes beginning with 5 (i.e., 550, 551). Narrower terms are not shown in MARC authority records except in the relatively few cases where general "reference records" are made showing the unused term coded 150 and the preferred term in a field coded 260. In such a record there is a fixed field code to show that the record is a reference record and that the term in the 150 field should not be used as a heading.

3.2 A1-1

Dewey Decimal Classification

The final step in the process of subject analysis is to choose a classification notation. Traditionally the classification serves both as a means for bringing an item in close proximity with other items on the same or related subjects and as the first element of the call number, a device used to identify and locate a particular item on the shelves. The cataloger, therefore, must choose only the one best place in the classification scheme for the item.

The Dewey Decimal Classification (DDC) is both the oldest and the most widely used in the United States. One of the unique, original features of the DDC was Dewey's "relative index," which was compiled as a key to the diverse material included in the schedules. Dewey's most significant contribution, however, was the use of decimals for hierarchical divisions. The system is called decimal because it arranges all knowledge as represented by library materials into ten broad subject classes, numbered from 000 to 900. Using Arabic numerals for symbols, it is flexible only to the degree that numbers can be expanded in linear fashion to cover special aspects of general subjects. This allows for great detail of specification. DDC is compact, and incorporates many mnemonic devices that can be transferred from one class to another. It arranges subjects from the general to the specific in a logical order. It is philosophical in conception, yet Dewey's intent was to provide a practical system for classifying books. This primary application to the books generally found in American libraries remains one of its notable limitations, although efforts have been made in later editions to rectify that bias.

A basic premise of the Dewey system is that there is no one class for any given subject. The primary arrangement is by discipline. Any specific topic may appear in any number of disciplines. Various aspects of such a topic are usually brought together in the relative index.

The UIUC Library has traditionally used the Dewey Decimal Classification for the vast majority of its holdings. All monographs classified by the graduate assistant catalogers in the OCLC Cataloging Section use either the Dewey schedules or a modified version of those schedules (i.e. the literature schemes).

3.3A1-1

Chapter 1

HISTORY AND DEVELOPMENT OF THE DEWEY DECIMAL CLASSIFICATION

Melvil Dewey (1851–1931)

Melvil Dewey studied at Amherst College and worked as a student-assistant in the College library. After graduating in 1874 he became a full-time member of the College staff. It was there that he presented a memorandum to the College Library Committee outlining his ideas for his classification scheme, and advocating the advantages of his method. He was given permission to re-classify the library. In 1876 he published the first edition of the Dewey Decimal Classification (referred to here as DDC), a slim pamphlet of some 44 pages with no notation extending beyond three figures, and not all of the three-figure numbers filled.

In 1883 he left Amherst to become the librarian at Columbia College, New York (now Columbia University). He stayed at Columbia until 1888, and during his last year there he organized the first school of librarianship (called a "School of Economy"). It was while he was there, in 1885, that he produced the second edition of DDC. This was an important edition as it introduced many of the features known today, e.g., common form divisions (now "Standard Subdivisions" in Table 1) and "divide like . . ." notes. It was a considerable expansion of the first edition with the classification schedules expanding from 12 pages to 162 pages. There was some revision of numbers, but he announced his policy of "integrity of numbers", i.e., no major revision of the scheme, only expansions. Thus topics would not be moved about wholesale from one number to another with new editions: perhaps we can see him adjusting to the problems of a large academic library.

In 1889 he moved to the New York State Library (taking the library school with him!), where he remained until his retirement in 1905/06 (at the early age of 54). In 1906 he moved to Lake Placid. He took the DDC editorial office with him, and devoted much time to developing and promoting the scheme. He died in 1931.

Dewey had been very active in the library profession and in other fields, such as educational administration, spelling, and metric reform. He was one of the founders of the American Library Association in 1877; the first editor of the *Library Journal*; he founded an organization of library suppliers; he was Secretary to the Board of Regents of the State of New York (in effect, Director of Education) from 1889 until 1899. His interest in the Lake Placid Club Education Foundation led him to give the copyright of his scheme to that organization in 1922. Forest Press, which had published the Dewey Decimal Classification since 1911, was a part of the Foundation until 1988. In 1988 Forest Press became a division of OCLC Online Computer Library Center, Inc. Editorial work on the DDC is done at the Library of Congress.

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Development of DDC

A number of abridged editions of DDC have been produced to meet the needs of smaller libraries: the first was published in 1894 and the current one, the twelfth edition, in 1990. Evidently the idea of different editions is not new. Over 50 years ago it was suggested that there was a need for four types of schemes, namely:

1 Outline
2 Abridged
3 Library
4 Bibliographic.

The fourth scheme would be sufficiently specific to cover all detailed subjects found in periodical articles, etc., and the need was met by the development of the Universal Decimal Classification.

By the fourteenth full edition, which was published in 1942, DDC had grown to about 2000 pages and was criticized by some American librarians for being unbalanced and far too detailed in some sections—presumably those which were of personal interest to the editors. In other places it was still badly underdeveloped: e.g., there were 50 pages of tables devoted to North America, but only half a page to South America. Librarians were concerned that the expansion of Dewey would continue unchecked. It was also felt that the pattern of knowledge had changed since the scheme had been devised, and that relocation of subjects was required. This led to the fifteenth edition of 1951 (with a revision in 1952) which proved disastrous and possibly was the turning point for many large academic libraries to forsake DDC and turn to the Library of Congress or the Bliss Bibliographic Classification schemes.

The fifteenth edition—renamed the *Decimal Classification: Standard 15th Edition*—was a much broader classification intended for medium-sized libraries. It was most suitable as a method for arranging books in broad subject groupings on public library shelves, and not suitable for specialist subject collections, or for libraries using the classified catalog as opposed to the dictionary catalog, as too many works would be grouped under the same classification number. There were less than 20 percent of the number of entries in the fourteenth edition, so great was the condensation of the fifteenth edition. There was less scope for "number building". Perhaps most serious for very large libraries was the abandonment of Dewey's policy of "integrity of numbers" for a new policy of "keeping pace with knowledge". About 1000 instances can be seen where subjects were relocated to new numbers. While this represented an improvement in the classification scheme in theory, it was simply too great a task for very large libraries to undertake—virtually reclassifying their libraries, with the possibility that this could happen again in the future when new editions appeared. One bad mistake was the lack of a relative index, and the specific index had been compiled poorly. This was admitted as an error after the public outcry and a relative index was produced the following year (1952). Some improvements occurred in the fifteenth edition. For example, notes were introduced to explain the scope of subjects on a much larger scale than had previously occurred; the format, with increased page and type size, was made more attractive and clearer; the terminology was brought up-to-date; and Dewey's spelling reforms were dropped.

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The editor stated in the introduction to the fifteenth edition that the standard edition was suitable for public libraries with up to 200,000 volumes or college libraries with up to 50,000 volumes. Larger libraries were left to use the old fourteenth edition or to turn to another scheme. Overseas libraries felt that the fifteenth edition condensation had emphasized the American bias: e.g., there were no numbers for cricket or for Lancashire, and the British lost all interest! A lot of criticism was directed at the Decimal Classification Committee: it was felt that these people were more interested in education than in librarianship and that they were out of touch with the library profession. Also the system of revision was challenged as committee decisions were confidential until approved by the parent body, so users had no opportunity for input. The committee was completely reconstructed by the mid-1950s and national committees were established in other countries (e.g., the UK), to comment on proposed revisions.

The sixteenth edition was published in 1958 in two volumes and was much closer to the fourteenth edition. The Library of Congress had undertaken the preparation of the sixteenth edition beginning in 1954: the Dewey Classification section in the Library of Congress assigned Dewey numbers to LC cards, and the Dewey Editorial Office compiled new editions. The sixteenth edition returned to the former principle of being designed for any library regardless of size, and restored the policy of "integrity of numbers" with few relocations being promised for future editions. The structure was such that the scheme could be applied in detail or more broadly. Perhaps the damage had already been done, however, as far as large academic libraries were concerned. Certainly the popularity of DDC for public libraries continued, and overseas libraries were won back by the national revision subcommittees feeling that they could influence policy decisions and advise on local expansions, e.g., the later expansion of area numbers for Australia published by the National Library of Australia.

The seventeenth edition appeared in 1965 and followed the criteria established for the sixteenth edition. Relocations were limited to 500. Area numbers were found in a separate table in this edition, and this proved a successful decision which was repeated in the three-volume eighteenth edition of 1971 (Table 2: Areas). Further tables were added in the eighteenth edition, although only Tables 1 and 2 can be added at the classifier's discretion to any number in the main schedules: Tables 3, 4, 5, 6, and 7 are restricted to use within certain specified main classes.

Further details on Melvil Dewey and on the history and development of his scheme over its first century of existence can be found in *The 18 Editions of the Dewey Decimal Classification* by John P. Comaromi. A three-volume nineteenth edition was published in 1979, and the four-volume DDC 20 in 1989. The full publishing history of the Dewey Decimal Classification is presented in DDC 20, Volume 1, p. lxi.

Use of the Dewey Decimal Classification

America has always favored Dewey and LC. In 1953 Tauber reported that Dewey was the most widely used classification system in the world, and that it was used in 96 percent of all public libraries, in 89 percent of college and university libraries, and in 64 percent of special libraries. Its use in Australia is indicated in an article by S.M. Collins, "Library Systems Survey", *Australian Special Libraries News*, 10, 1 (March 1977), pp. 49–65. Collins

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shows that 37 percent of the sample of Australian special libraries used UDC for their textbook collections (p. 55) and 44 percent used Dewey, "with Company and Research libraries being strongly in favor of UDC while Medical and Educational libraries firmly opted for Dewey" (p. 50).

Virtually all public libraries in Australia favor the use of the Dewey Decimal Classification. One reason for the popularity of Dewey in the English-speaking world is the inclusion of DC numbers on printed cards, MARC tapes, and bibliographies and catalogs issued by the major national libraries (Library of Congress, British Library, National Library of Australia). It has been estimated that DC numbers are applied to 90 percent of books published in the English language throughout the world by LC and BL alone. A 1975 survey conducted for the publishers of DC (Forest Press) in America showed that 85 percent of the total sample (representing 658 libraries in USA and 121 in Canada) were using Dewey. However, only 37.7 percent of US libraries and 27.8 percent of Canadian libraries which contained stocks with more than half a million volumes used Dewey, the preference being for Library of Congress above this figure. In the United Kingdom 744 out of 940 libraries (79 percent) indicated that they used Dewey in a 1972 survey. However, 98.6 percent of public libraries used Dewey, and this figure must now be virtually 100 percent (Edinburgh Public Library uses LC!).

Further information on the use of Dewey is provided in K.G.B. Bakewell's *Classification and Indexing Practice* (London: Bingley, 1978) and in *Dewey International* (London: Library Association, 1977). The latter work indicates the use of DDC in French- and Spanish-speaking areas. An older work of interest is Keith Davison's *Classification Practice in Britain: Report on a Survey of Classification Opinion and Practice in Great Britain, with Particular Reference to the Dewey Decimal Classification* (London: Library Association, 1966).

The only adverse reaction to the Dewey Decimal Classification occurred after the drastic reduction when the fifteenth edition was published in 1951; the (British) Library Association refused to recommend that British libraries should use it. The sixteenth and subsequent editions have restored confidence.

Very large (e.g., university) libraries may prefer the extra detail available in the Library of Congress Classification, and these classification numbers are available in international bibliographic information formats (e.g., MARC, AUSMARC).

Special libraries may prefer to use a scheme which gives extra detail to their own subject area, although this may isolate them a little and preclude them from using centrally and internationally produced classification data. They may well argue that this is less of a problem for their specialized materials, and they may use the terms contained in a subject thesaurus or classification for retrieving subject information from their collection of journals, conference proceedings, patents, CD-ROMS, catalogs, specifications, trade literature, ephemera, etc. Their users may often be specialists who are experts in the literature in their own subject field, or who may prefer to rely on their librarian/information offices to retrieve all the relevant information on their current inquiry, or they may even prefer to browse generally in the hope that serendipity may provide a new light on their research!

School libraries may prefer to use the Abridged Dewey Decimal Classification or to restrict the use of number building in DDC 20, but most will use some form of the Dewey Decimal

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Classification. This has the added educational benefit of familiarizing students with the scheme that they will probably find in use in their local public library.

Library school students throughout the world may examine the features of faceted classification schemes; study general classifications such as those of Bliss; peruse special schemes such as the Boggs and Lewis classification for maps, or the British Classification of Music, etc.; but virtually all will base their main practical exercises on the Dewey Decimal Classification. This alone will ensure the continued existence and use of the Dewey Decimal Classification—and when supported by national libraries assigning Dewey Decimal Class numbers to their national literatures, the continuance is guaranteed. The publisher's foreword (DDC 20, Volume 1, p. xii) states:

> The international acceptance of the Dewey Decimal Classification continues to grow. The British National Bibliography adopted Edition 18 in 1971, permitting British libraries and many others throughout the English-speaking world to apply Dewey numbers to their collections. The national bibliographies of Canada, India, Australia, Italy, Indonesia, Jordan, Kenya, Pakistan, Zimbabwe, and other countries also use Dewey numbers in their bibliographic publications. It is expected that other national bibliographies will adopt Edition 20, thus enhancing the Classification and its application and benefiting the users of libraries everywhere by helping to standardize the subject approach to library materials.

To keep users of DDC 20 up-to-date on developments regarding classification, they can subscribe to *DC&: Dewey Decimal Classification, Additions, Notes and Decisions*, which is published annually, in March.

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THE DEWEY DECIMAL SYSTEM AT THE UNIVERSITY OF ILLINOIS LIBRARY

The University of Illinois uses a modified Dewey Decimal classification system to keep its books in order. In this system, books on similar subjects are filed together by means of their call numbers. There are ten major subject groups which are in turn subdivided to eventually form over one thousand classes. The ten major subject area groupings which it would useful to learn are:

000's	Generalities
100's	Philosophy & related disciplines
200's	Religion
300's	Social sciences
400's	Language
500's	Pure sciences
600's	Technology (Applied sciences)
700's	The arts
800's	Literature (Belles-lettres)
900's	General geography & history

Further division then occurs in each class. For example, history and geography, the 900's, are broken down into categories of tens:

900	General geography & history
910	General geography Travel
920	General biography & genealogy
930	General history of ancient world
940	General history of Europe
950	General history of Asia
960	General history of Africa
970	General history of North America
980	General history of South America
990	General history of other areas

Each of these would then be subdivided, for example, Europe, 940:

940	General history of Europe
941	British Isles
942	England and Wales
943	Central Europe Germany
944	France
945	Italy
946	Iberian Peninsula Spain
947	Eastern Europe Soviet Union
948	Northern Europe Scandanavia
949	Other parts of Europe

These divisions are not adequate for a collection the size of this library's, so numbers are placed after the decimal point to narrow the classification as much as seems necessary.

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Each numeral in the classification number has a meaning; they are not assigned at random. Although you are not expected to know what each digit means to a librarian, the following example will give you some indication of the workings of the Dewey System.

941.60824 Holland, Jack
H719t Too big a sacrifice : life and death in Northern Ireland since 1969

941.-----	History of the British Isels
941.6	History of Ulster, Northern Ireland
941.608	History of Northern Ireland during the 19th and 20th century
941.6082	History of Northern Ireland during the 20th century
941.60824	History of the Civil War

You will notice that each additional numeral causes the classification of the books to become more specialized.

In the above example there is a second line in the call number beginning with a capital letter. This is the Cutter number used to indicate who was responsible for the authorship of the books. The Cutter number is taken from a table matching names to a set of numbers.

Holland............................H719

The letter (in some cases letters) following the Cutter number is the work mark, usually the first letter of the first distinctive word in the title.

H719t............................work mark, "t" for Too

Again, because of the size of the university holdings, it sometimes becomes necessary to add more lines to the call number to assure each volume will have a distinctive number. In some cases this will be the year of the edition, in others a copy number, volume number, series, part, or any combination of the above.

942.083	327.73	364.12	573.18
B62a	B38g	C85b	D57e
1964 [edition]	v.1	cop.2	1959
			cop.4

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(There are other markings that will occasionally appear; if something looks strange to you, feel free to ask a librarian.)

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You will find call numbers in the Undergraduate Library resemble those shown above. However, the library has had to modify the Dewey System in areas, such as Shakespeare, French Literature, Classics, and history dealing with Abraham Lincoln. Familiarity with the deviations will come from seeing them, but will look somewhat like these:

822.33
Do74 [Shakespeare]

845c15
OeEg [French Literature]

881
F5.Ej [Classics]

973.7L63
DB64w [Lincoln]

In some cases there are call numbers preceded by the letters "Q.", or "F". This merely indicates the volume is an oversized book (quarto or folio). The book will be shelved with the others of its subject area, but due to its size may be shelved on the bottom shelf of the appropriate shelf unit. Biographies are usually marked with a "B." with the call number constructed like the following:

B L456r cop.5	B 027r v.1 cop.2	B St145b pt.1

The first letter of the Cutter number (L456r; 027r; St145b) usually relates to the personality begin detailed in the biography. For example, L may represent Lawrence, D.H.; O may represent Orwell, George; S may represent Stevenson, Adlai.

Biographies, or "B's" are shelved between the Dewey numbers 919 and 920 in order by Cutter number and the remainder of the call number. Biographies acquired after December 31, 1980 are now usually given a call number relating to the subject area of the personality being written about, with the addition of ·0924.

Paul Robeson Speaks 790.20924

Performing Arts Biography

There is also a small section of volumes with the capital letter "C." before the Cutter. These are publications about colleges and universities and are shelved between the Dewey numbers 378 and 379.

If you have any questions, do not hesitate to ask the librarians.

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The Undergrad Library — Dewey Charts

The University of Illinois Library uses a modified Dewey Decimal classification system. In this system, items on similar subjects are shelved together. This handout provides a subject guide to the Dewey call numbers on the front side of the sheet. On the reverse side, a chart listing the major subdivisions of the system are presented. For more information on how the system is used, please consult the "Dewey" handout.

SUBJECT GUIDE TO CALL NUMBERS

Advertising	659
Africa	960
Agriculture	630
American Literature	810
Ancient World	930
Architecture	720
Arts	700
Asia	950
Asian Literature	890
Astronomy	520
Australia	990
Bible	220
Bibliography	010
Biography	920
Biology	570
Botany	580
Buddhism	290
Buildings	680
Business	380
Chemical Technology	660
Chemistry	540
Chinese Language	490
Christianity	230, 240, 280
Church History	270
Commerce	380
Computer Science	004
Crime	364
Dance	790
Decorative arts	740
Drawing	740
Earth Science	550
Economics	330
Education	370
Encyclopedias (general)	030
Engineering	620
English	420
Ethics	170
Europe	940
Film	790
Folklore	390
Fraternities/Sororities	371.85
French Language	440
French Literature	840
Genealogy	920
Geography	900
German Language	430
Germanic Literature	830
Graphic Art	760
Greek Language	480
Greek Literature	880
Hinduism	290
History	900
Home Economics	640
Islam	290
Italian Language	450
Italian Literature	850
Japanese Language	490
Journalism	070
Judaism	290
Landscape art	710
Language	400
Latin	470
Latin Literature	870
Law	340
Life Sciences	570
Linguistics	410
Literature	800
Logic	160
Management	650
Manufacturing	670, 680
Manuscripts	090
Mathematics	510
Medicine	610
Museology	060
Music	780
Muslim Religion	290
Mythology	290
North American History	970
Nutrition	641
Occult	130
Painting	750
Paleantology	560
Parapsychology	130
Philosophy	100
Philosophy, Ancient	180
Philosophy, Modern	190
Photography	770
Physics	530
Political Science	320
Portuguese	460
Prints	760
Psychology	150, 610
Public Administration	350
Public Speaking	808.5
Publishing	070
Pure Science	500
Recreation	790
Religion	200
Resume Writing	650.14
Russian Language	490
Sculpture	730
Social Science	300
Social Work	360
South America	980
Spanish Language	460
Spanish Literature	860
Sports	790
Statistics	310
Technology	600
Travel	910
Zoology	590

MAJOR SUBDIVISIONS OF THE DEWEY DECIMAL SYSTEM

000	GENERALITIES
010	Bibliography
020	Library & Information Science
030	General Encyclopedia Works
040	
050	General Serials & Their Indexes
060	Organizations & Museology
070	Journalism, Newspapers
080	General Collections
090	Manuscripts & Rare Books

100	PHILOSOPHY
110	Metaphysics
120	Epistemology, Causation, Humankind
130	Paranormal Phenomena
140	Specific Philosophical Schools
150	Psychology
160	Logic
170	Ethics (Moral Philosophy, Bioethics)
180	Ancient, Medieval, Oriental Philosophy
190	Modern Western Philosophy

200	RELIGION
210	Natural Religion
220	Bible
230	Christian Theology
240	Christian Moral & Devotional Theology
250	Local Religious Orders
260	Social & Ecclesiastical Theology
270	Christian Church History
280	Christian Denominations & Sects
290	Other Religions

300	SOCIAL SCIENCES
310	Statistics
320	Political Science
330	Economics
340	Law
350	Public Administration
360	Social Problems & Services
370	Education
380	Commerce, Communications, Transport
390	Customs, Etiquette, Folklore

400	LANGUAGE
410	Linguistics
420	English & Anglo-Saxon Languages
430	Germanic Languages (German)
440	Romance Languages (French)
450	Italian, Romanian, Rhaeto-Rome
460	Spanish and Portuguese
470	Italic Languages (Latin)
480	Hellenic (Classical Greek)
490	Other Languages

500	PURE SCIENCES
510	Mathematics
520	Astronomy & Allied Sciences
530	Physics
540	Chemistry
550	Earth Sciences
560	Paleontology & Paleozoology
570	Life Sciences
580	Botanical Sciences
590	Zoological Sciences

600	TECHNOLOGY
610	Medical Sciences (Medicine, Psychiatry)
620	Engineering
630	Agriculture
640	Home Economics & Family Living
650	Management
660	Chemical Engineering
670	Manufacturing
680	Manufacture for Specific Use
690	Buildings

700	THE ARTS
710	Civic & Landscape Art
720	Architecture
730	Sculpture
740	Drawing, Decorative & Minor Art
750	Paintings & Painters
760	Graphic Arts (Printmaking & Prints)
770	Photography
780	Music
790	Recreational & Performing Arts

800	LITERATURE
810	American Literature
820	English Literature
830	German Literature
840	Romance Language Literature
850	Italian Literature
860	Spanish & Portuguese Literature
870	Italic Literature (Latin)
880	Hellenic Literature (Greek)
890	Literature of Other Languages

900	GEOGRAPHY & HISTORY
910	Geography & Travel
920	Biography, Genealogy, Insignia
930	History of Ancient World
940	History of Europe
950	History of Asia (Far East)
960	History of Africa
970	History of North America
980	History of South America
990	History of Other Areas

II. Cataloging tools

B. Dewey

1. Basic structure

3 vols., 2 supplements - v.1 Tables
v 1-3 ~~v.2~~ Schedules
v 4 ~~v.3~~ Index + manual
~~301-307 Sociology~~
~~004-006 Computer science~~

decimal system - arranged in groups of 10
- 10 main classes - encompasses the whole of knowledge as written about
- 100 divisions - 10 subgoups for each main class
- 1000 sections - again, each division divided into 10 areas
- in Schedules, this division of topics by 10 is carried out as far as needed to completely cover a subject area

summaries of classes, divisions, and sections found in v.1
decimal comes after 1st 3 digits of class no.

schedules - scope notes - 398.2
summaries - 621.31 and 621.312
*additions - 363.12 ff.
other add instructions - 338.47 - add 001-999 to base no.
also - multiple zeros for table 1
338.17 - add to base no., nos. following 63

tables - general aspects that apply to many topics, grouped together in Tables to be added where instructed, to save space in schedules

1. standard subdivisions
2. areas
3. subdivisions of individual literatures
4. subdivisions of individual languages
5. racial, ethnic, national groups
6. languages
7. persons

add from tables as indicated in schedules - except table 1
add from table 1 to any number in schedule - must be preceded by at least 1 zero
areas may be added through 09
ethnic etc. groups may be added through 089
persons may be added through 088

2. How to build numbers

To find no. for heart disease

applied science	600	
medicine	610	
diseases	616	
specific diseases		616.1-616.9
of specific systems		616.1-616.8
cardiovascular	616.1	
heart	616.12	

3.3A5-1

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To find no. for Portuguese grammar

language	400	
Spanish, etc.	460	
Portuguese	469	
grammar	469.5	(.5 from Table 4)

To find no. for the history of Paris, France, during the French Revolution

history	900	
of Paris	944.36	(4436 from Table 2)
during Revolution	944.3604	(04 from country schedule in 900's)

3. How to analyse numbers

To determine meaning of 595.704

500	pure sciences
590	zoological sciences
595	other invertebrates
595.7	Insecta
595.704	anatomy and morphology

To determine meaning of 977.36603

900	history	
970	North America	
977.366	Illinois, Champaign County	(77366 from Table 2)
977.36603	territorial and early statehood	(03 from country schedule in 900's)

To determine the meaning of 338.917305694

300	Social science
330	economics
338	production
338.9	economic development and growth
338.91	international development and growth
338.9173	international aid by the United States
338.917305694	United States aid to Israel

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3.3A5-2

LIBRARY OF CONGRESS CLASSIFICATION SCHEDULES

For sale by the Cataloging Distribution Service, Library of Congress,
Building 159, Navy Yard Annex, Washington, D.C. 20541,
to which inquiries on current availability and
price should be addressed.

A	General Works
B-BJ	Philosophy. Psychology
BL-BX	Religion
C	Auxiliary Sciences of History
D	History: General and Old World (Eastern Hemisphere)
E-F	History: America (Western Hemisphere)
G	Geography. Maps. Anthropology. Recreation
H	Social Sciences
J	Political Science
K	Law (General)
KD	Law of the United Kingdom and Ireland
KE	Law of Canada
KF	Law of the United States
L	Education
M	Music
N	Fine Arts
P-PA	General Philology and Linguistics. Classical Languages and Literatures
PA Supplement	Byzantine and Modern Greek Literature. Medieval and Modern Latin Literature
PB-PH	Modern European Languages
PG	Russian Literature
PJ-PM	Languages and Literatures of Asia, Africa, Oceania. American Indian Languages. Artifical Languages
P-PM Supplement	Index to Languages and Dialects
PN, PR, PS, PZ	General Literature. English and American Literature. Fiction in English. Juvenile Belles Lettres
PQ Part 1	French Literature
PQ Part 2	Italian, Spanish, and Portuguese Literatures
PT Part 1	German Literature
PT Part 2	Dutch and Scandinavian Literatures
Q	Science
R	Medicine
S	Agriculture
T	Technology
U	Military Science
V	Naval Science
Z	Bibliography. Library Science

3.3 B1-1

Authority Control

Authority control is the process of maintaining consistency in the verbal form used to represent an access point, and the further process of showing the relationships among names, works, and subjects. It is accomplished through use of rules (in the case of names and titles), use of a subject list, and reference to an authority file to create an authorized character string called a heading.

Put in a different way, authority control is directed at the creation of standardized and uniform headings, (i.e., access points), and serves two purposes for the catalog, the finding function and the gathering function: the library catalog should enable a user to ascertain if the library has a particular item, and the library catalog should show what items the library has that share a common characteristic. Both of these purposes of the catalog require access points. An access point is a standardized name, personal or corporate; uniform title; standardized subject name; call number; and standardized name of form (internal, i.e., poetry, or external, i.e., almanac). The form of these access points must be unique, in order to differentiate them from similar access points, and must also be consistent, so that the "common characteristic" of bibliographic items linked by them appears the same way throughout the catalog. Without both uniqueness and consistency, retrieval from the catalog will not be optimal and in some cases may even be impossible.

Authority control is an essential component of any online catalog which focuses on access, and thus service.

Identifying function

The Identifying function refers to the function of bibliographic control that allows a user to recognize and locate a specific bibliographic entity.

The identifying (finding) function is an essential aspect of authority control (authority control being the primary subset of bibliographic control). In order to ensure that all works written by a particular author are entered under the same heading in the catalog (i.e., in order to provide a unique heading for an author for purposes of both identification of particular works and collocation of the author's works as a whole), as well as to save the time and effort of having to establish the heading each time a work by the same author is cataloged, libraries maintain authority files. A name authority record is made when an author's heading is established for the first time. This record is then entered into the authority file. Until a change of the heading is necessitated (i.e., due to a change in the author's name, etc.), this established heading is to be used in cataloging records whenever the author's heading is required as a catalog entry, including main entries, added entries, and subject entries.

4.1A1-1

Collocating function

The Collocating function refers to the function of bibliographic control that relates bibliographic entities through the process of collocation. Collocation is the process of bringing together in a catalog records for names, titles, or subjects that are bibliographically related to one another.

The collocating (gathering) function is essential as an aspect of authority control. The authority record ensures the collocation of records in a bibliographic file that have the same access point.

Bibliographic records in the pre-machine technology catalogs were created individually and connected or linked to other records in the catalog. This was done because the only individual element by which to connect bibliographic information was the individual bibliographic record. There was essentially one file, and within this file records, not entries, were linked. The linkage took place by collocation (records filed together) within the catalog or by means of notes on catalog records specifying that the record for which the note was written was linked in some way to another record.

In a machine system, linkages of entries, instead of records, can be carried out. This system does not preclude the linkage of records to other records, but such linkage is often accomplished through the linkage of entries common to both records and not among the records themselves.

4.2A1-1

INSTRUCTION BOOK

FOR

C. A. CUTTER'S

Three-Figure Author Table

(SWANSON-SWIFT REVISION, 1969)

© RICHARD A. CUTTER, 1969

Distributed by

Libraries Unlimited, Inc.

P.O. Box 263
Littleton, Colorado 80160

4.341-1

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The Cutter Three-Figure Author Table

Charles Ammi Cutter, one of the founders of the American Library Association, was for many years Librarian of the Boston Athenaeum and later became the first Librarian of the Forbes Library in Northampton, Massachusetts. He was a pioneer in the American library profession. Besides creating the author tables, he also devised the *Cutter Expansive Classification*, which had substantial influence on the present *Library of Congress Classification* system. Many libraries adopted the *Cutter Expansive Classification*, but after his death in 1903 it was not kept up to date. It is now out of print.

The *Cutter Two-Figure Author Table* was devised by Charles Ammi Cutter in the closing years of the 19th century as an easy-to-use method for arranging books by author within a given class. The *Cutter Two-Figure Author Table* and its subsequent expansion, the *Cutter Three-Figure Author Table*, have been adopted and used by thousands of libraries throughout the world since the first printing in the 1890's.

This edition of the table has been edited and revised (1969) for the present owner by Paul K. Swanson of the Forbes Library, Northampton, Massachusetts, and Mrs. Esther M. Swift, Editor of The H. R. Hunting Company, Inc., distributors of the tables for the owner. The table appears in a new typeface. Rearrangement into a single, consecutive alphabet should make the table easier to use. This edition may be employed in conjunction with earlier editions, because individual letter and figure combinations have not been changed, save for the correction of a few typographical errors.

The *Cutter Author Tables*, although originally designed for use with the *Cutter Expansive Classification*, can be used with any classification system or simply to facilitate alphabetic arrangement. Usually, the first letter (or letters) of the author's name, plus the correct number from the *Cutter Author Table*, will be used to make up the book number. The book number and the classification number together are the complete call number for any given book, which differs from that for any other book.

The advantages of using both a classification number and a book number are to:

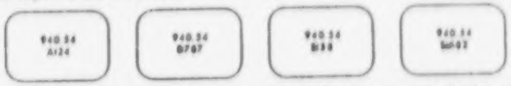
1. Provide a brief call number for every book.
2. Arrange books in exact order on the shelves.
3. Expedite locating a particular book within a class.
4. Provide a brief symbol for charging out a book.
5. Facilitate the return of any book to its correct location.

The purpose of the *Cutter Author Table* is to provide the shortest possible combination of letters and figures to be used for the book number. There are many more author names in some letters of the alphabet than in others. For that reason, vowels and consonants are treated differently. One letter is used for names beginning with consonants, except S; two letters are used for vowels and S; three letters are used for names beginning with Sc combinations. (Note: The correct letters to be used are printed in bold face in this new edition. The letters in light face type serve only to locate the correct place in the *Table*.)

How to Use the Cutter Three-Figure Table.

1. Find the first few letters of the author's surname on the *Cutter Table.* Use only the bold face letters shown in the combination and the number next to it (i.e. At24 for Atchison; D787 for Dragon; Si58 for Simpson; Sch82 for Schultz.)

The following examples indicate how four books, all on the second World War, by four different authors (Atchison, Dragon, Simpson and Schultz) would be marked — with 940.54 as the classification number; and At24, D787, Si58 and Sch82 as the respective Cutter numbers.



2. Occasionally there will be no number that fits a name exactly. In that case use the preceding number. For example: Hardy would be under H222 (Hardw) which is the preceding number; not under H223 (Hareu) the following number.

3. When two authors share the same number, it is advisable to add a digit. A good number to select is 5, as there is then room on both sides for additional interpolation as necessary. For example: A book already in the collection by Robert Hughes would be H874. A new book to be added to the same classification number by another author named Hughes would need a different author number. A book by Thomas Hughes could then be H8745. This leaves room for the insertion of additional authors between Robert and Thomas — using H8742, H8743 and H8744. (It is best to avoid using 1 and 9, if possible, since the use of either would mean going to a fifth figure when another author had to be inserted.) To accommodate a book by Lee Hughes, it would be necessary to go to the previous number — which is H873. In this case it is wise to add a digit such as H8735, since an author beginning with Hugend would cause a conflict.

4. For shelving purposes, Cutter numbers within any given class should be considered as a decimal arrangement. For example: H873, H8735, H874, H8742, etc. (Not H873, H874, H8735, H8742.)

5. A work mark is used to distinguish different titles by the same author. This is a letter taken from the first key word in the title. Thus: *A Writer's Notebook* by Maugham would be designated M442w; and *Of Human Bondage* would be M442o.

In the case of voluminous authors, the use of two letters for the work mark is advisable. Thus: Dickens' *David Copperfield* would be D555da and *Dombey and Son* D555do. (Note: A lower case letter or letters is used for the work mark, rather than a capital letter. It is imperative that a script *l* be used so that there will be no confusion with the number 1.)

In the case of books in series, by the same author, all in the same classification and beginning with the same word — such as Zaidenberg's *How to Draw* . . . — it is advisable to use key words for the work mark. For example: *How to Draw Cartoons* would be Z13hc; and *How to Draw People* would be Z13hp. (This method avoids excessively long work marks, such as h, ho, how, howt.)

4.3A1-2

6. The use of zero should be avoided, because it is easily confused with the letter O. That is why there are no zeros used in the table.

7. Names beginning with Mc, M' and Mac are all treated as though they were spelled Mac. Thus McChesney would be M131 and M'Farland would be M164.

8. The *Cutter Author Tables* are particularly well suited to fiction. Books by authors with similar surnames are more easily located on the shelf if there is a number on the spine. For example: Hind would be H584 and Hinds H588.

9. Very often a main entry is under title, e.g. periodicals, anonymous works, government publications, almanacs, encyclopedias, etc. In this case the Cutter number is taken from the first word in the title (exclusive of articles.) An example would be St76 for *The Story of the Wise Men*; *World Almanac* would be W893. (There is, of course, no work mark.)

10. In order that all biographies of the same person will stand together on the shelf, the Cutter number is taken from the name of the biographee, not the author. All biographies of Lincoln would be under L638. The work mark in this case is not from the title but is the first letter of the author's surname. Thus: Charnwood's biography of Lincoln would be L638c. When there are many books about a person, the use of a second letter is sometimes necessary. For example: Current's biography of Lincoln would be L638cu.

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Authority work

Authority work is the process of determining the form of a name, title, or subject concept that will be used as a heading on a bibliographic record; determining cross references needed to that form; and determining relationships of this heading to other authoritative headings. The record of that work is given in a printed or machine-readable unit that is entered into the authority file. The file is then used for the process of authority control (i.e., authority records are used, in turn, to create authoritative bibliographic records). While the process of authority control is becoming at least partially automated in many online systems, the process of authority work remains strongly tied to human endeavor.

Authority work enables authority control to occur. The first step in the process used for names, uniform titles, and series is verification (i.e., determining the existence of an author or other entity and the accepted form of heading to use). The name or title is first recorded as it appears in the work being cataloged. The next step is to check the library's catalog and authority files to determine if the heading has been established for the library. If it has, the authorized form is noted and used in the cataloging in hand. If the heading is not already established, the cataloger checks the LC authority file (LCNAF). If the name or title is in the LCNAF and is coded as being in AACRII form, the record is copied for the local file. If the name or title is not in the LCNAF or is not coded as being in AACRII form, AACRIIr is consulted for the appropriate rules for form. An authority record must then be made.

Subject authority work is always done at the UIUC Library by verifying a heading as being the latest terminology used in the LC subject headings list.

Authority work processes constitute the central part of a cataloging system and are crucial to the retrieval of items from a catalog.

Authority files and records

An authority record is a printed or machine-readable unit that registers the decisions made during the course of authority work. It contains the form of a name, uniform title, series, or subject heading that has been chosen as the authorized form to use as an access point in a particular catalog. It also may contain forms from which references should be made to the established form in the public catalog, so that users do not have to know authorized forms in order to use the catalog. An authority record will often contain notes about the sources of information used in establishing the heading.

There is a separate MARC format for authority records. In this format 1xx codes precede headings, 4xx codes precede "see from" references, and 5xx codes precede "see also from" references. Many authority records are created in the MARC format by the Library of Congress and by libraries in special cooperative relationships with LC, and most libraries try to use these as much as possible in order to reduce their local authority work. OCLC acts as one repository for the LCNAF.

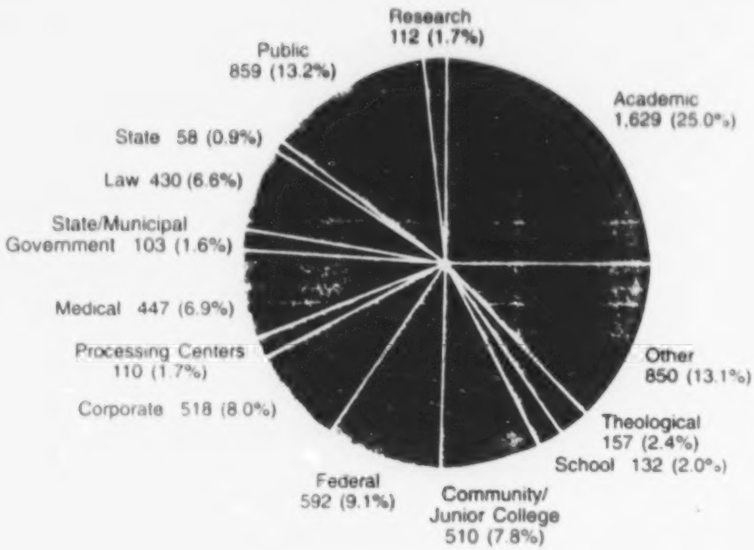
Once an authority record is created, it must be integrated into an existing authority file. An authority file is a grouping of records of the authorized forms of names, titles, or subjects chosen for use in a catalog. The purpose of an authority file, or files, is to standardize and control a library's use of name, title, and subject headings and their respective references, so as to provide the most efficient access of information to users. In order for the authority file to serve its purpose, and to create a true authority system, the authority file must be linked in some way to the bibliographic file. In a machine system such as OCLC, the authority system linkage is implicit (i.e., the link is in the mind). The OCLC authority file, although automated, is a completely separate file from the bibliographic file, and authority control of new records is dependent upon the cataloger finding the correct form of a heading in the authority file and then entering it correctly into the bibliographic record. There are no references in this file, although the authority file may be searched under the forms from which references are authorized.

In large academic libraries utilizing online catalogs, inconsistent and erroneous construction of entries will result in the loss of entries. At the UIUC Library, adherence to the philosophy of a standardized and uniform heading for creating the most efficient access for the user within the shared catalog environment is fundamental.

OCLC Member Libraries

General members are participating libraries* that agree to do all their current cataloging online or to supply that cataloging information to OCLC on computer tape or file. These general members participate in OCLC's governance by electing delegates to the Users Council.

Total Members 6,507

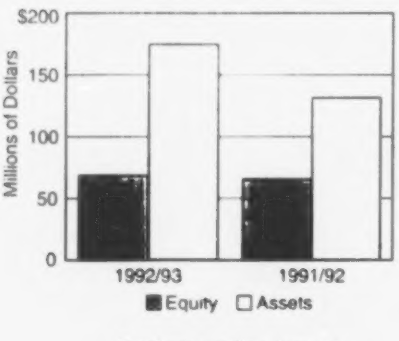


*Total participating libraries (16,946) includes participants in serials union lists and group access programs as well as all full cataloging members.

Financial Highlights

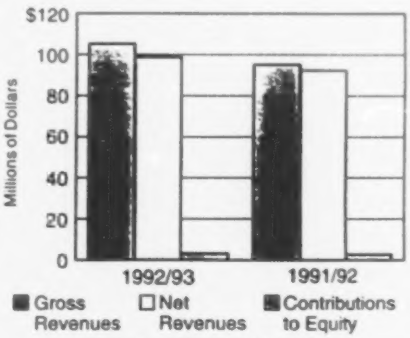
	1992/93	1991/92
Gross service revenues	$105,418,100	$ 95,404,600
Subscription and other discounts	(6,654,800)	(2,944,000)
Net service revenues	98,763,300	92,460,600
Contribution to corporate equity	[illegible]	2,914,700
Total corporate equity/net worth	[illegible]	65,492,000
Total assets	[illegible]	131,491,200

Equity & Assets



fiscal year ending June 30

Revenues & Contributions



fiscal year ending June 30

5.1A1-1

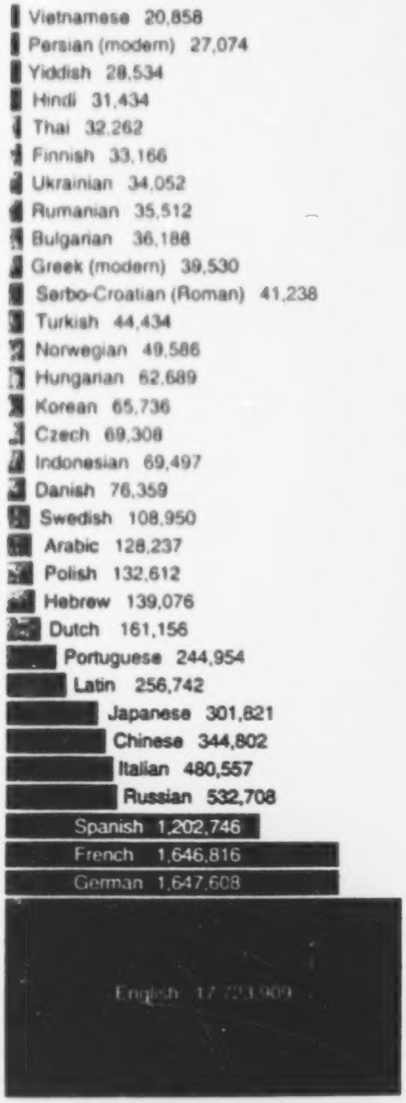
OCLC Online Union Catalog

June 30, 1993

The OCLC Online Union Catalog is the world's largest and most comprehensive database of bibliographic information. Containing the merged catalogs of libraries around the world, it makes available to libraries and their patrons resources that no single library could possess.

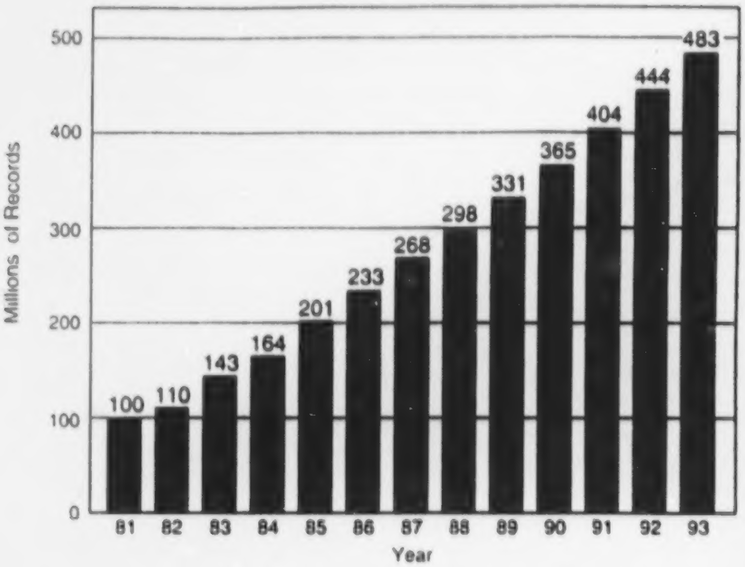
The database grows by approximately 2 million bibliographic records each year. At the end of the fiscal year, it held 26,994,330 records and listed 483 million location listings for those items.

Language Distribution



More than 370 languages are represented in the database.

Growth of Location Listings



Attached to each record are location listings that identify libraries holding the item.

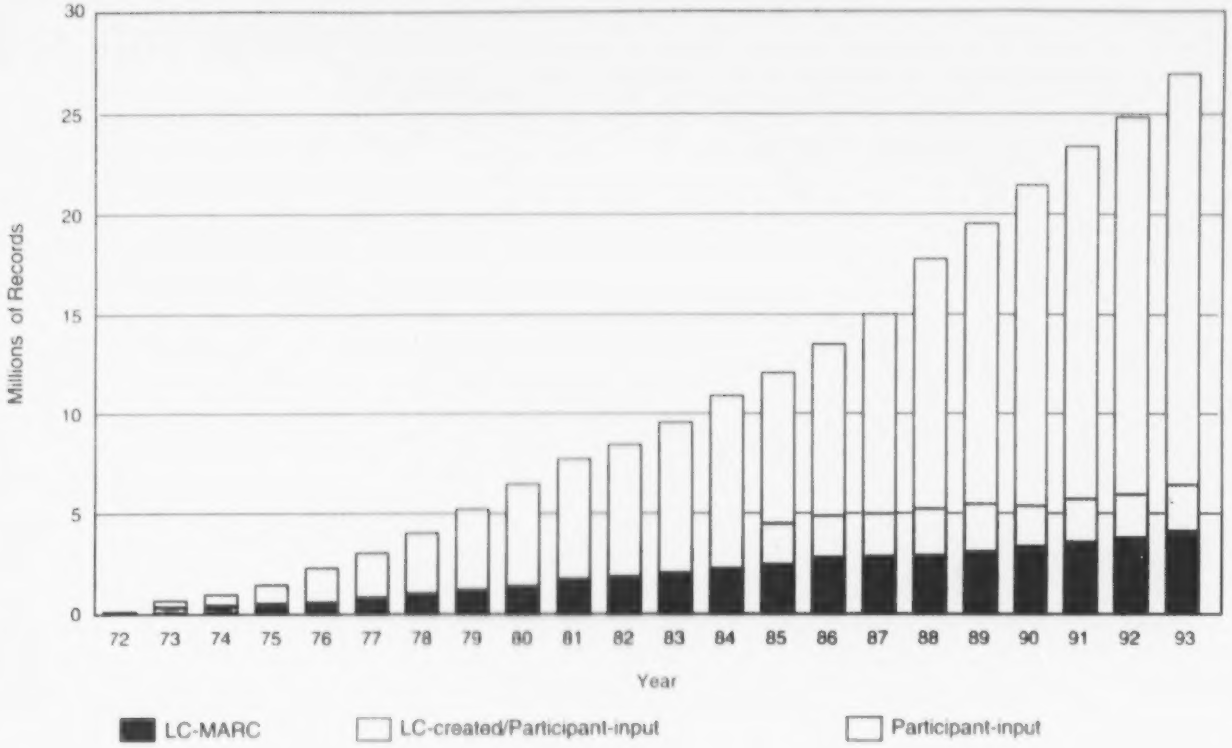
Date Ranges of Records

Bibliographic records span four millennia of recorded knowledge, from 2000 B.C. to the present.

2000 B.C.–1 B.C.	107
1 A.D.–1449	1,589
1450–1699	258,023
1700–1799	408,601
1800–1899	2,215,049
1900–1909	610,546
1910–1919	608,968
1920–1929	746,861
1930–1939	868,047
1940–1949	905,958
1950–1959	1,405,488
1960–1969	2,770,143
1970–1979	5,145,318
1980–1989	6,684,719
1990–	1,811,368

5.1A1-2

Records by Input Source



Records by Format

Format	Total LC-MARC	Total Participant-input	Total LC-created Participant-input	Total Records
Books	3,517,367	17,225,896	2,056,525	22,799,788
Serials	159,959	1,214,873	45,747	1,420,579
Audiovisual media	93,791	565,191	23,599	682,581
Maps	140,484	177,339	4,551	322,374
Archives/Manuscripts	2	186,807	261	187,070
Sound recordings	66,697	733,195	46,343	846,235
Scores	27,996	611,943	48,542	688,481
Computer files	937	46,137	148	47,222
Totals	4,007,233	20,761,381	2,225,716	26,994,330

5.1A1-3

OCLC Directory

State and regional networks are organizations that contract to provide OCLC services and support to OCLC-member and participating libraries. OCLC works closely with networks in support of mutual cooperation and resource-sharing goals. Since 1971, when the OCLC network began to expand outside Ohio, regional networks have trained libraries, provided technical and administrative support, and marketed OCLC products and services.

OCLC Headquarters
6565 Frantz Road
Dublin, OH 43017-3395
(614) 764-6000
(800) 848-8286 (from Ohio)
(800) 848-5878 (from U.S. & Canada)

Network Affiliates

AMIGOS Bibliographic Council, Inc.
Bonnie Juergens, Executive Director
Suite 500
12200 Park Central Drive
Dallas, TX 75251
(214) 851-8000
(800) 843-8482 (National)

Bibliographical Center for Research (BCR)
David H. Brunell, Executive Director
14394 East Evans Avenue
Aurora, CO 80014-1478
(303) 751-6277
(800) 397-1552 (National)

BCR Ames Office
295 Parks Library
Iowa State University
Ames, IA 50011
(515) 292-1118
(800) 383-1218 (National)

CAPCON Library Network
Dennis Reynolds, President
Suite 400
1320 19th Street, N.W.
Washington, DC 20036
(202) 331-5771
(800) 543-4599 (MD and VA only)

Federal Library and Information Center Committee (FEDLINK)
Mary Berghaus Levering
Executive Director
Library of Congress
Washington, DC 20540
(202) 707-4800

ILLINET/OCLC Services
Jean Wilkins, Manager
Illinois State Library
300 South Second Street
Springfield, IL 62701-1796
(217) 785-1532

Indiana Cooperative Library Services Authority (INCOLSA)
Barbara Evans Markuson
Executive Director
5929 Lakeside Boulevard
Indianapolis, IN 46278-1996
(317) 298-6570
(800) 733-1880 (IN only)

Michigan Library Consortium (MLC)
Kevin C. Flaherty, Executive Director
Suite 8
6810 South Cedar Street
Lansing, MI 48911
(517) 694-4242
(800) 530-9019 (National)

MINITEX Library Information Network
William DeJohn, Director
S-33 Wilson Library
University of Minnesota
309 19th Avenue South
Minneapolis, MN 55455-0414
(612) 624-4002
(800) 462-5348 (National)

Missouri Library Network Corporation (MLNC)
Susan Singleton, Executive Director
10332 Old Olive Street Road
St. Louis, MO 63141
(314) 567-3799
(800) 969-6562 (National)

Nebraska Library Commission (NEBASE)
The Atrium
Suite 120
1200 N Street
Lincoln, NE 68508-2023
(402) 471-2045
(800) 307-2665 (NE only)

NELINET, Inc.
Marshall Keys, Executive Director
Two Newton Executive Park
Newton, MA 02162
(617) 969-0400
(800) 635-4638 (New England only)

OCLC Pacific Network (PACNET)
Irene Hoffman, Director
Suite 200
9227 Haven Avenue
Rancho Cucamonga, CA 91730
(714) 941-4220
(800) 854-5753 (National and Canada)

PACNET Portland Office
Oregon Health Sciences University Library
P.O. Box 573
Portland, OR 97207-0573
(503) 494-2055

OHIONET
Michael Butler, Executive Director
1500 West Lane Avenue
Columbus, OH 43221-3975
(614) 486-2966
(800) 686-8975 (OH only)

PALINET
James E. Rush, Executive Director
Suite 262
3401 Market Street
Philadelphia, PA 19104
(215) 382-7031
(800) 233-3401 (National)

Pittsburgh Regional Library Center (PRLC)
Christina Russell, Executive Director
103 Yost Boulevard
Pittsburgh, PA 15221
(412) 825-0600
(800) 242-3790 (PA, WV, and MD only)

Southeastern Library Network, Inc. (SOLINET)
Frank P. Grisham, Executive Director
Suite 200
1438 West Peachtree Street, N.W.
Atlanta, GA 30309-2955
(404) 892-0943
(800) 999-8558 (National)

State University of New York (SUNY)
Glyn T. Evans, Director, SUNY OCLC Network
State University Plaza
Albany, NY 12246
(518) 443-5444
(800) 342-3353 (NY only)

Wisconsin InterLibrary Services (WILS)
Kathryn Schneider-Michaelis, Director
Room 464
728 State Street
Madison, WI 53706
(608) 263-5051

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5.1A1-4

USING THE 386SX OCLC WORKSTATION
PRISM SERVICE

LOGGING ON:

Depress **ALT A** this will log you on automatically. "Scripted logon" will appear on the screen for you to choose:

Select Script
FRSTONSC
PRSEARCH
PRSFULL

This is defaulted to **PRSEARCH**, then you press **<Enter>**: and wait for log on message. script will scroll on screen, **do not help it!!**. The daily logon message will appear and you are ready for searching.

Attached are searching helps:

Please **Logoff** when you are finished searching as follows:

> Depress **ALT O** (letter o) this will log you off automatically from Prism services with scrolling thru automatic script logoff and last message should be:
>
> HOST DISCONNECTED - 2

Please note: If **"TERMINAL IN USE"** sign is on keyboard please check with searching staff before using workstation.

July 1991
Doris Osterbur

5.1A2-1

OCLC TAGS

010	L.C. Card Number
015	National Bibliography Number
017	Copyright number
019	OCLC # cross-refernce
020	I.S.B.N.
025	Overseas Acquistion #
035	Local System #
040	Cataloging source
041	Translation / Languages used
043	Geographic area code
049	Holding Library Code
050	Library of Congress #
082	Dewey Decimal Classification #
090	Library of Congress #, locally assigned
092	Dewey Decimal Classification #, locally assigned
099	Locally formatted call number
100	Main entry, personal name
110	Main entry, corporate name
111	Main entry, conference name
130	Main entry, uniform title (ex. Bible, Treaty of Utrecht)
240	Uniform title (title by which the work is known)
243	Uniform title, collective
245	Title statement
250	Edition statement
260	Imprint (Place, publisher, date)
300	Physical description (pagination, ill., size)
440	Title series (traced the same)
490	Series statement (not traced or traced differently)

5.1B1-1

500	GENERAL NOTE
501	"With" note
502	Dissertation note
503	Bibliographic history note
504	Bibliography/Discography note
505	Contents note (formatted)
520	Summary note (formatted)
590	Local note
600	Subject added entry, personal name
610	Subject added entry, corporate name
611	Subject added entry, conference name
630	Subject added entry, uniform title
650	Subject added entry, topical
651	Subject added entry, geographical
690	Subject added entry, local
700	Added entry, personal name
710	Added entry, corporate name
711	Added entry, conference or meeting name
730	Added entry, uniform title
740	Added entry, title traced differently
800	Series added entry, personal name/title
810	Series added entry, corporate name/title
811	Series added entry, meeting name/title
830	Series added entry, uniform title
870	Variant forms of entry (Does not print on cards)

5.1B1-2

OUTLINE OF MARC TAGS

1xx main entry fields

24x title fields

240 uniform title with main entry   indicator 10

245 title proper, other title information, statement of responsibility, and media qualifier

subfields: even if different

- a title proper
- n number of part
- p title of part
- h media qualifier
- b other title information
- c statement of responsibility

1st indicator

- 1 - title traced
- 0 - no title entry

2nd indicator

- 0-9 - nonfiling characters

250 edition statement

subfields:

- a edition statement
- b other information

indicators - both blank

255 mathematical data area - for atlases

260 imprint

subfields:

- a place of publication } together
- b name of publisher
- c date of publication
- e place of manufacture
- f manufacturer
- g date of manufacture

1st indicator

- 0 - publisher is present, i.e. /b is present (even if s.n.)
- 1 - no publisher given (use only for theses)

2d indicator - blank

300 physical description

subfields:

- a paging
- b illustration
- c size
- e accompanying material

indicators - both blank

4xx series statement

5xx notes   505 contents

- 500 general   2 most frequently encountered
- 504 bibliography

6xx subject entries

- 650 subject, topical
- 651 subject, geographical

1st indicator - blank
2nd indicator - subject list used   0-LC

subfields:

- x general
- y period (chronological)
- z place

7xx added entries

8xx series, traced differently

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5.1B2-1

CATALOGUER: DATE: SAVE / OCLC#

FIXED FIELD: Type _ Bib lvl: _ Govt pub: _ Lang: X Source: d Illus: ____
Repr: _ Enc lvl: [✓ I] Conf pub: _ Ctry: ___ Date typ: _ M/F/B: _ _ _
Indx: _ Mod rec: _ Festschr: _ Cont: ___
Desc: [✓ a] Int lvl: _ Dates: X

Enc lvl K, M, 7 on specialist
O - to searching
J check for other record

010 LC card number
040 ________ ≠c UIU cataloging agency
007 h ≠b _ ≠c _ ≠d _ ≠e _ ≠f ___ ≠g _ ≠h _ ≠i _ ≠j _
020 ISBN
041 _
043
050 LC assigned LC call number
082 LC assigned Dewey class number
088
092 0 OCLC member assigned Dewey call number
099 _
049 (LCS code)

tags - labels to identify field of cat. descr. for machine manipulation

fixed field - length of field does not vary
coded info. about imprint, physical descr. & content

0xx fields. bibl. control nos & codes
(control nos. e.g. ISBN)
coded info 040 - cat. agency
class/call no.
length of some field may vary

variable fields - bibl. descr.

1xx	main entry
240	uniform title
245	title / statement of responsibility
250	edition
260	imprint
300	physical description
4xx	series statement as it appears on piece
5xx	notes
6xx	subject entries
7xx	added entries
8xx	series traced differently than it appears in the 4xx field

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5.1B2-2

(Rev.4-2-85)

Searching the Online Union Catalog Reference Card

Title Phrase Searching

Searching Hints

- Include up to 60 letters, numbers, spaces, and these characters: ( ) # & ƀ
- Exclude other punctuation, diacritics, and symbols
- Include hyphens or leave a space
- Exclude articles (*a*, *an*, and *the* in English, and comparable words in foreign languages) from phrases when they appear as the first word of the title. Retain articles found within titles

Entering Title Phrase Searches

To enter a title phrase search at the Home position:

■ Type ***sca ti [title phrase]*** and press <F11>.

The system displays the Title Phrase Index.

Example
sca ti gone with the wind
sca ti critique of pure reason

Title Phrase Index

The system displays the Title Phrase Index with your title or its closest match at the middle of the screen.

To browse the Title Phrase Index:

■ Type ***pup*** to view the preceding screen.

Or

Type *pdn* to view the next screen.

The system displays the preceding or following titles on the Title Phrase Index.

To view records, select an item from the list.

■ Type ***[item number]*** at the Home position and press <F11>.

The system displays the search results in the default display format.

To return to the Title Phrase Index after viewing search results:

■ Type ***gob bi*** at the Home position and press <F11>.

The system displays the Title Phrase Index.

Keyword Searching

Searching Hints

- Include up to 18 letters, numbers, ampersands and hyphens
- Exclude words in the stoplist
- Use the question mark (?) to mask more than 1 character
- Use the pound sign (#) to mask 0 or 1 character

Entering Keyword Searches

To enter a keyword search at the Home position:

■ Type ***fin [index label] [keyword]*** and press <F11>.

The system displays the search results in the default display format.

Example
fin au kant

Use *and* to combine keyword searches. You may combine up to eight keywords:

■ Type *fin [index label] [keyword] and [index label] [keyword]* at the Home position and press <F11>.

Example
fin au kant and ti reason

Access Points and Index Labels

Access Points	Labels	Access Points	Labels
Author	au	Report number	rn
Frequency	fq	Series	se
Language	la	Subject/Title/Contents	st
Notes	nt	Subject	su
Publisher	pb	Title	ti
Publisher location	pl	Uniform title	ut

Stoplist for Keywords

a
an
and
are
as
at
be
but
by
for
from
had
have
he
her
his
in
is
it
not
of
on
or
that
the
this
to
was
with
which
you

5.1 B3-1

Search Key Searching

Searching Hints

- Exclude articles (*a*, *an*, and *the* in English, and comparable words in foreign languages) from search keys when they appear as the first word of a title. Retain articles found within titles
- Include letters, numbers, and these symbols: & $ * % @ £ b
- Exclude punctuation, diacritics, and these symbols: - # / + = ±
- Use a circumflex (^) in a search key to make the search more specific. If you know that a name has only two words, you may supply a circumflex in the third segment. For example, to search for *Harvey, Henry*, type ***harv,hen,^***

Entering Search Key Searches

To enter a search key search at the Home position:

■ Type ***fin [index label] [search key]*** and press <F11>.

Or

Type ***[search key]*** and press <F11>.

The system displays the search results in the default display format.

Example for *Critique of Pure Reason*
fin dt cri,of,pu,r
cri,of,pu,r

Stoplist for Corporate or Conference Names

Begin a Corporate or Conference name search key with the first word not on the stoplist. Include stoplist words thereafter. Stopwords include all United States state names.

a
A.
American
an
Association
Australia
Bureau
Canada
Colloquium
Commission
Committee
Conference
Congress
Council
Department
Dept.
East
for
France
Great Britain
Gt. Brit.
Gt.Brit.
House
India
Institute
Institution
International
Joint
National
North
of
on
Seminar
Senate
Society
South
State
Subcommittee
Symposium
the
U. N.
U.N.
United Nations
United States
University
U. S.
U.S.
West

Access Points and Index Labels

Access Points/Index Labels	Search Key Format
Title (label: dt)	3,2,2,1
Realism in modern literature	rea,in,mo,l
The complete circuit training guide	com,ci,tr,g
I believe in Unicorns	i,be,in,u
Hotel	hot,,,
Miracle on 34th Street	mir,on,34,s
Name*/Title (label: da)	4,4
Clarke / 2001: a space odyssey	clar,2001
Hailey / Hotel	hail,hote
International Philatelic Association /The stamp collector's magazine	phil,stam
Personal name (label: dp)	4,3,1
Becker, George Joseph	beck,geo,j
Sobey, Edwin J. C.	sobe,edw,j
cummings, e. e.	cumm,e,e
De Graaf, Adriaan	degr,adr,
Kubler-Ross, Elizabeth	kubl,eli,
Corporate name* (label: dc)	=4,3,1
Hershey Foods Corporation	=hers,foo,c
American Rock Garden Society	=rock,gar,s
Adrian College	=adri,col,
Symposium on Man Made Forests in India	=man,mad,f
ISBN (label: bn)	Complete number without hyphens
0-8247-7142-7	0824771427
0-85109-130-X	085109130X
LCCN (label: ln)	Complete number with hyphen
78-52051	78-52051
ISSN (label: sn)	Complete number with hyphen
0098-3527	0098-3527
0018-165X	0018-165X
CODEN (label: cd)	All characters
BASICR	cd:basicr
AISJB6	cd:aisjb6
OCLC control number (label: an)	# or * followed by complete number
10998406	#10998406 or *10998406
Government document number (label: gn)	gn: followed by first 1–2 letters and first 1–10 numbers
A 1.2:R31/14/984	gn:a123114984
NAS 1.2:SP1/46	gn:na12146
Music publisher number (label: mn)	mn: followed by first 1–2 letters and first 1–10 numbers
CO 1979-AB5-1	mn:co197951

*See Stoplist for corporate and conference name searching

5.1B3-2

Qualifying Searches

You can qualify keyword and search key searches. Use a slash or *and* before the qualifiers. Qualifiers entered using *and* must use qualifier labels.

To enter a qualified search at the Home position:

- Type *fin [index label] [search key or keyword]/[qualifier]* and press <F11>.

  Or

  fin [index label] [keyword or search key] and [qualifier label] [qualifier] and press <F11>.

  The system displays the search results in the default display format.

Qualifiers and Qualifier Labels

Keywords may be qualified by format and date only.

Type of Qualifier	Qualifier
Format/Type of material (label: ft)	
Archives and manuscripts	amc
Books	bks
Maps	map
Audiovisual media (e.g., films, slides, videotapes)	med
Computer files (Machine-readable data files)	mrf
Musical scores	sco
Serials (e.g., periodicals, magazines, newspapers)	ser
Sound recordings	rec
Any format	any
Dates/Year(s) of publication (label: yr)	**Example**
Single year (1981)	1981
Decade (1980-1989)	198?
Century (1900-1999)	19??
No date; or Date 1 in the fixed field contains at least one "u" or it contains fill characters*	????
Inclusive years	
(1981-1984)	1981-4
(1981-1990)	1981-90
(1890-1928)	1890-928
(1890-1928)	1890-1928
Any year up to and including 1981	-1981
Any year since and including 1981	1981-
Any date	any
Microform/Form of item (label: ml)	
Microform	mf
Not microform	nm
Any (microform or not microform)	any
Source/Cataloging source (label: so)	
Library of Congress (DLC) cataloging	dlc
Any cataloging source	any

*Unknown dates (code u) are not indexed for keyword searches.

Search Results

The system displays search results in a default display , which is determined by the number of records retrieved.

No. of Records	Format
100–1500	*Group list:* Lists of groups of records by type of material and year of publication
6–99	*Truncated list:* Lists truncated entries containing a one-line description of each record
2–5	*Brief list:* List of brief entries, usually two to six lines for each record, containing descriptive fields, OCLC control number and other information
1	Full bibliographic records

Selecting from a List

To select an entry from a Group, Truncated, or Brief list:

- Type *[line number]* at Home position and press <F11>.

To select multiple entries or a range of numbers:

- Type a comma between numbers and a hyphen between a range of numbers.

Example

- Type *2,4-5,8* at the Home position and press <F11>.

Entry Errors

If your search contains a entry error (e.g., an incorrect index label, an invalid operator), the system displays the Revise screen.

To reenter the search:

- Type *[your modifications]* and press <F10>.

  The system displays the new search results in the default display format.

Locations Records

Use the following commands to view locations records.

Command	Result
dh	Default locations record for an item
dha	All-locations record for an item
dhr	Regional-locations record for an item
dhs	State-locations record for an item
bib	Bibliographic record for an item
tag [xx]	To view the page of the locations record that contains the two-character country, province, or state code
dhxxxx	Group locations records for groups in PRISM Interlibrary loan
ulxxx or ulxxxx	Union list group or institution (ILL only)

5.1B3-3

Keys and Commands

Functions

Ret or <F3>	Return to previous display or menu. Exit the Help facility; return to an empty Desktop
info	Display authorization and session information
tem	Temporarily change authorization mode
sys	Change between PRISM Cataloging and PRISM ILL
set menu	Toggle Menu Bar on and off

Search and Transmit

sca	Enter a title phrase search
fin	Enter a keyword or search key search
<F11> or <Shift><F10>	Transmit a command or enter a search at the Home position
<F10>	Open a menu, transmit information from a menu or entry screen, select an option or transmit a field

Move Among Screens and Displays

for	Next screen of a list or the next record
pdn	Next page of a multipage record, or next screen of a Group, Truncated, or Brief list
for g	Next group
end	Last screen of a Group, Truncated, or Brief list, or last page of a multipage record
bac	Previous screen of a list or the previous record
pup	Previous page of a multipage record, or previous screen of a Group, Truncated, or Brief list
bac g	Previous group
hom	First screen of a Group, Truncated, or Brief list, or first page of a multipage record
gob	Move back to a previously viewed higher level screen or display
gob tr	Move back to a previously viewed Truncated list
gob gr	Move back to a previously viewed Group list

Help Facility

hlp hlp	The system displays the Help main menu

Viewing Previous Searches

rev	Display the Search History screen
rvs	Display your last search on a Revise screen

Tag Search

tag [nxx]	To view a screen that contains a particular field
tag [xx]	To view the page of the locations record that contains the two-character country, province, or state code

OCLC User & Network Support

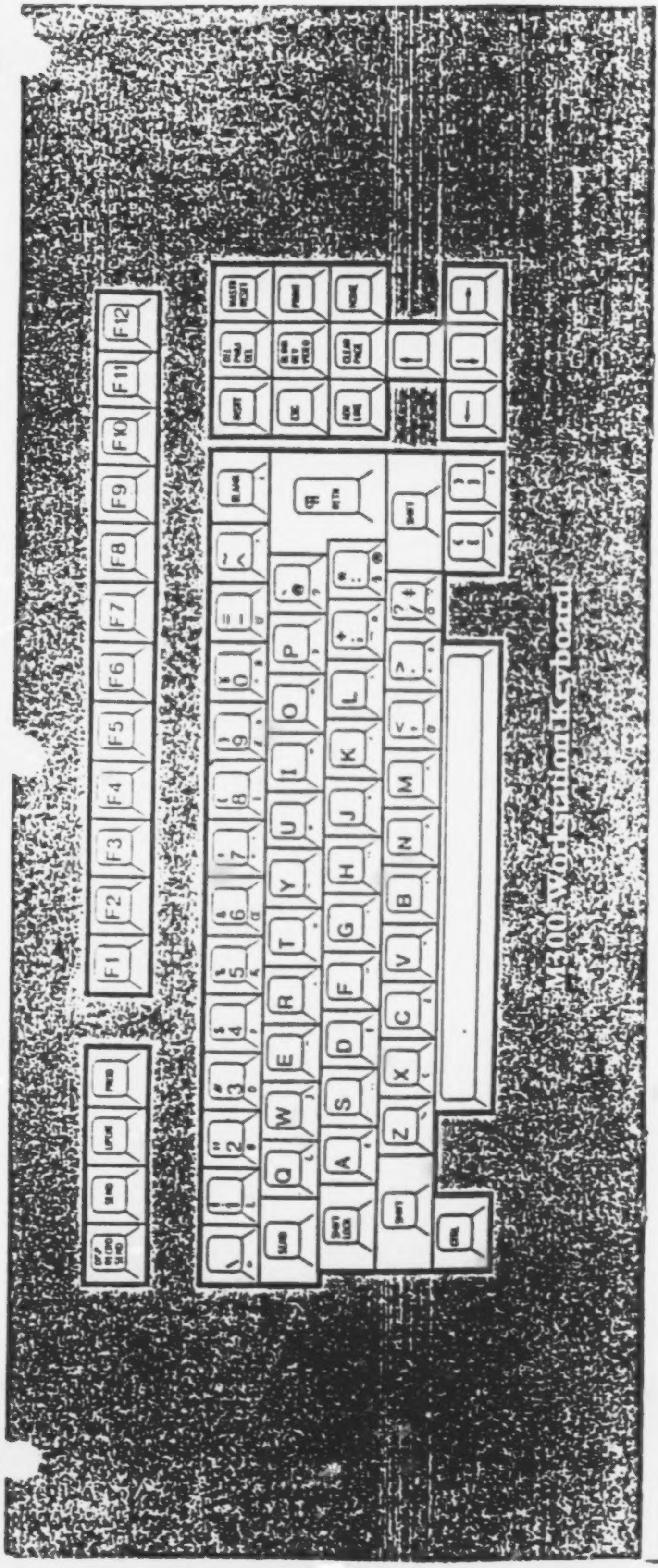
For telephone assistance, call your OCLC-affiliated Regional Network office or OCLC User & Network Support (UNS):

800-848-5800 (USA)
800-848-5878 (Canada)

Notes

5.1B3-4

Product Code REF2
9303/5667V– 22M,



M300 Workstation Keyboard

THE TERMINAL

Each OCLC® terminal is connected to a computer system and a database of bibliographic records used by libraries nationwide. Use the terminal as you would use a card catalog. For example, if you want to locate the book *For Whom the Bell Tolls*, you can use the terminal to find out whether your library owns a copy. If your library does not own a copy, you can learn which other libraries do.

The terminal has a keyboard and a screen. You do not need special training to use the terminal, but if you need help, please ask a library staff member.

Keyboard

The keyboard in front of you may be one of two types, depending on whether your terminal is an OCLC Model 100, 105, or 110 or an OCLC M300 Workstation™ (a modified IBM® PC). Most of the keys referred to in this guide are located in the same positions on both types of keyboards. The special keys you will use frequently are highlighted in the illustrations on the inside front and back panels of this guide.

Note that on the M300 Workstation a single key, <DISP RECRD SEND>, takes the place of <DISPLAY REC'D> and <SEND> on the other terminals. You will use these keys frequently when you send messages to the system.

Instructions in this guide are valid for both types of terminals. If you have an M300 Workstation, you have the option to use the programmed function keys (at the top of the keyboard) for certain tasks.

OCLC is a registered trademark of OCLC Online Computer Library Center, Inc. M300 Workstation is an OCLC trademark that refers to the OCLC M300 Workstation equipment and software programs. IBM is a registered trademark of International Business Machines Corporation.

Screen

On the screen, locate a blinking, green, rectangular light, the cursor. As you type, the cursor moves along the line to show where the next character will appear on the screen. If you make an error, use the "arrow" keys to move the cursor over the incorrect character. Then type the correct character and continue.

The upper left corner of the screen is called the Home position. To type a message, first move the cursor to Home position by pressing <HOME>; then type the message.

Messages and questions from the system are displayed in the Home position. Some common messages that you will see and appropriate responses are described below.

- If a yes-or-no question appears, move the cursor to the space following YES or NO; then press and release <SEND>. On the M300 keyboard, you may use <F10> for yes and <SHIFT> <F10> for no.
- "Message not clear" indicates a probable error in typing, search key construction, or sending the message. Retype the information and try again.
- "Request impossible" indicates that the system cannot perform the transaction you requested.

SEARCHING

Searching is the process of retrieving a bibliographic record in the OCLC database. You search by typing precisely structured messages called search keys, which describe the item you are looking for. These messages are sent to the computer for processing and the responses are displayed on the terminal screen. Construct a search key using the characters that appear in the title or the author's name.

Don't worry about mistakes. If you make an error in typing your search key, you can try again. You can try as many times as you need to. You don't need to be a skilled typist to use the keyboard. Just follow the instructions carefully and you should have no difficulty.

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CONSTRUCTING A SEARCH KEY

1. Select the kind of search you want to do:

Title	*For Whom the Bell Tolls*
Name/Title	Hemingway / *For Whom the Bell Tolls*
Personal Name	Ernest Hemingway
Corporate Name	Capital University

"Name" includes names of authors, editors, illustrators, performers, issuing agencies, etc.

2. Move the cursor to Home position.
3. Type the search key (see pages 4–5). You can use either uppercase or lowercase letters. Use 1 for the numeral one and l for letter el; use numeral 0 for zero. The comma key is to the right of the *M* key.
4. Press and release <DISPLAY REC'D>, then <SEND>. Throughout this guide, examples are given with the two-keystroke instruction. If you have an M300 Workstation, use the single key <DISP RECRD SEND>.

SEARCHING HINTS

1. Exclude articles (*a, an,* and *the* in English, and comparable words in foreign languages) when they appear as the first word of a title. Retain articles found within titles.

The Roar of the Twenties	roa,of,th,t

2. If a word has fewer letters than the search key requires, type as many letters as the word has.

I Know Why the Caged Bird Sings	i,kn,wh,t

3. If the author's last name begins with "Mc" or "Mac" followed by an uppercase letter, type the letter "m" and then skip to the next uppercase letter. If a lowercase letter follows the prefix, do not skip any letters.

McDonald, Kathryn Kilgour	mdon,kat,k
MacDonald, Marion B.	mdon,mar,b
Macdonald, John Marshall	macd,joh,m

4. If the author's last name is hyphenated or has two or more words, treat it as one word.

Toulouse-Lautrec, Henri de	toul,hen,d
Du Maurier, Daphne	duma,dap,

5.1B4-2

Basic Search Keys

Kind of Search	Format	Example	Search Key
Title 3.2.2.1	First 4 words of title: • first 3 letters of first word • comma • first 2 letters of second word • comma • first 2 letters of third word • comma • first letter of fourth word Exclude articles (*a, an, the* in English, and comparable words in foreign languages) when they appear as first word of title. Always use 3 commas.	*For Whom the Bell Tolls* *Suite for Flute and Jazz Piano* *I Know Why the Caged Bird Sings* *The Roar of the Twenties* *Le Petit Prince* *Roots* *1984*	for,wh,th,b sui,fo,fl,a i,kn,wh,t roa,of,th,t pet,pr,, roo,,, 198,,,
Name/Title 4.4	Author's last name and first word of title: • first 4 letters of author's last name (or first significant word* of corporate author name) • comma • first 4 letters of first word in title Exclude articles (*a, an, the* in English, and comparable words in foreign languages) when they appear as first word of title. Always use 1 comma.	Hemingway / *For Whom the Bell Tolls* Haley / *Roots* Woolf / *A Room of One's Own* Puzo / *The Godfather* Orwell / *1984* United States. Department of Energy / *Conservation Prototype* Capital University / *Law Review*	hemi,for hale,root wool,room puzo,godf orwe,1984 ener,cons capi,law
Personal Name 4.3.1	Author's last name, first name, and middle initial: • first 4 letters of last name • comma • first 3 letters of first name • comma • middle initial, if any Always use 2 commas.	Hemingway, Ernest Peterson, Roger Tory Anthony, Susan B Fitzgerald, F. Scott Angelou, Maya Du Bois, W. E. B. Bourke-White, Margaret	hemi,ern, pete,rog,t anth,sus,b fitz,f,s ange,may, dubo,w,e bour,mar,
Corporate Name =4.3.1	First significant word* of corporate author's name and next 2 words: • equal sign • first 4 letters of first significant word* • comma • first 3 letters of next word • comma • first letter of next word Always begin with = and use 2 commas. Corporate authors are bodies such as government agencies and corporations.	Battelle Columbus Laboratories Royal Ontario Museum Capital University Association for Intercollegiate Athletics for Women	=batt,col,l =roya,ont,m =capi,uni, =inte,ath,f

---

*The first significant word is the word that occurs after you exclude (1) initial articles, (2) names of states in the U.S., and (3) the following words:

a
American
an
Association
Australia
Bureau
Canada
Colloquium
Commission
Committee
Conference
Congress
Council
Department
Dept.
East
for
France
Great Britain
Gt. Brit.
Gt.Brit.
House
India
Institute
Institution
International
Joint
National
North
of
on
Seminar
Senate
Society
South
State
Subcommittee
Symposium
the
U. N.
U.N.
United Nations
United States
University
U. S.
U.S.
West

86

5.1B4-3

5. Treat a hyphenated word as one word. If you're not sure whether a compound word is hyphenated or not, search both ways (as one word and as two words).

On-line Computing Systems	onl,co,sy,
On Line Computing Systems	on,li,co,s

6. Include letters *a* to *z*, numerals 0 to 9, and these special symbols: & $ * % @ £ ♭. Exclude punctuation, diacritics, and these special symbols: - # / + = ±. If you are searching a word that includes some other character, ask a library staff member for assistance.

OTHER SEARCH KEYS

Search keys may also be constructed from certain unique (usually numerical) identifiers that many books and other items have. Examples of these search keys are given below:

Numerical Search Keys

Kind of Search	Format	Search Key
Library of Congress card number	Complete number, including hyphen	76-1234
International Standard Book Number	10 digits without hyphen	0933418019
International Standard Serial Number	4 digits, hyphen, 4 digits	0002-9769
CODEN	5 or 6 characters	natuas
U.S. Superintendent of Documents number	Prefix gn:, first 1-2 letters, first 1-10 digits	gn:ga11376109
OCLC control number	Number sign #, 1-8 digits	#3570377
Music publisher number	Prefix mn:, first 1-2 letters, first 1-10 digits	mn:ws17035

QUALIFYING A SEARCH

Some search keys retrieve many records. For example, when an author is prolific or a title is published in many editions, the system finds many matches for your search. To retrieve fewer responses, you may qualify the search by type of material, form of reproduction, and/or year(s) of publication.

Enter the qualifier(s) following the search key. Type a slash (/) before each qualifier.

Type of material

To qualify the search by type of material, use one of the codes listed below:

Archives and manuscripts	amc
Books	bks
Maps	map
Audiovisual media (e.g., films, slides, videotapes, pictures)	med
Machine-readable data files (including software)	mrf
Musical scores	sco
Serials (e.g., periodicals, magazines, newspapers)	ser
Sound recordings	rec

For example, to search for a sound recording of *For Whom the Bell Tolls*, use the following search key:

for,wh,th,b/rec

Form of reproduction

To qualify your search by form of reproduction, use one of the codes listed below:

Microform reproduction	mf
Not microform reproduction	nm

For example, to search for the newspaper *The Wall Street Journal* in microfilm, use the following search key:

wal,st,jo,/ser/mf

5.1B4-4

Year of publication

To qualify your search by the year of publication (or a range of years), identify the year(s) according to the following examples:

Single year (1981)	1981
Decade (1980–1989)	198?
Century (1900–1999)	19??
Unknown date or no date	????
Inclusive years (1981–1984)	1981-4
Inclusive years (1981–1990)	1981-90
Any year up to and including 1981	-1981
Any year since and including 1981	1981-

For example, to search for editions of *For Whom the Bell Tolls* published in 1940, use the following search key:

```
for,wh,th,b/1940
```

To search for editions (books only) of *For Whom the Bell Tolls* published between 1950 and 1959, use the following search key:

```
for,wh,th,b/bks/195?
```

RESULTS OF SEARCHING

No records

Your search key does not retrieve a record. Did you make a mistake in typing, constructing the key, or sending the message? Retype the information and try again, or try another search key.

Single record

Your search key retrieves a single record and displays it on the screen. At the top of the screen, a message indicates whether your library has recorded its ownership of the item in the OCLC database.

If only your library owns the item, your library's institution symbol (a three-character code) will display on the first line.

If your library and other libraries own the item, you will see this message:

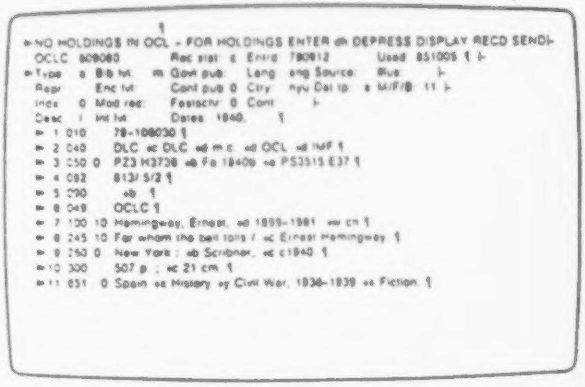
```
[your library's symbol]—FOR OTHER HOLDINGS,
ENTER dh DEPRESS DISPLAY RECD SEND
```

If your library does not own the item but other libraries do, this message will appear:

```
NO HOLDINGS IN [your library's symbol]—
FOR HOLDINGS ENTER dh DEPRESS DISPLAY
RECD SEND
```

If no library has recorded ownership of the item, you will see:

```
NO HOLDINGS
```



```
                  ¶
►NO HOLDINGS IN OCL - FOR HOLDINGS ENTER dh DEPRESS DISPLAY RECD SEND⊦
 OCLC  609060        Rec stat  c  Entrd  780812        Used  851005 ¶ ⊦
►Type  a  Bib lvl  m  Govt pub:   Lang  eng Source:    Illus:      ⊦
 Repr     Enc lvl     Conf pub 0  City   nyu Dat tp  s  M/F/B  11 ⊦
 Indx  0  Mod rec:    Festschr  0 Cont         ⊦
 Desc  i  Int lvl     Dates  1940,       ¶
 ► 1 010      78-108030 ¶
 ► 2 040      DLC ‡c DLC ‡d m.c. ‡d OCL ‡d IMF ¶
 ► 3 050 0  PZ3.H3736 ‡b Fo 1940b ‡a PS3515.E37 ¶
 ► 4 082      813/.5/2 ¶
 ► 5 090       ‡b  ¶
 ► 6 049      OCLC ¶
 ► 7 100 10 Hemingway, Ernest, ‡d 1899-1961. ‡w cn ¶
 ► 8 245 10 For whom the bell tolls / ‡c Ernest Hemingway. ¶
 ► 9 260 0  New York : ‡b Scribner, ‡c c1940. ¶
 ►10 300      507 p. ; ‡c 21 cm. ¶
 ►11 651  0 Spain ‡x History ‡y Civil War, 1936-1939 ‡x Fiction. ¶
```

Single Record

Multiple records

If your search key retrieves two or more records, the system prepares a summary display that identifies the retrieved records in brief form. The result may be a display of truncated and/or collective entries or a group display.

In a truncated entry, the retrieved record is identified by title, author, name of publisher, and date of publication. A collective entry is usually briefer than a truncated entry and may show only a portion of the author's name or title. Collective entries appear in uppercase letters. Each collective entry represents several records; the number of records is shown in parentheses.

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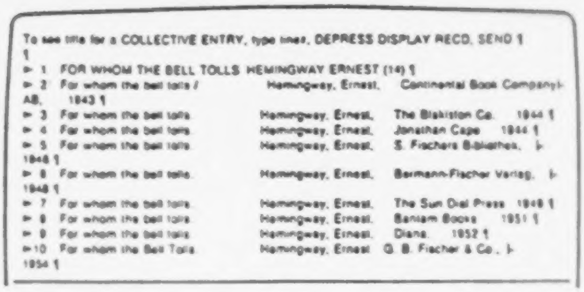
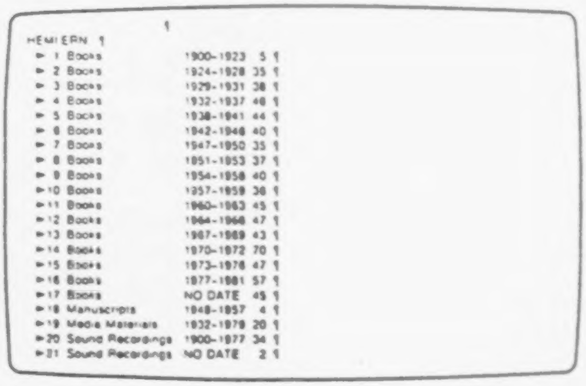


```
To see title for a COLLECTIVE ENTRY, type lines, DEPRESS DISPLAY RECD, SEND ¶
¶
► 1   FOR WHOM THE BELL TOLLS HEMINGWAY ERNEST (14) ¶
► 2   For whom the bell tolls /          Hemingway, Ernest.    Continental Book Company├
AB,     1943 ¶
► 3   For whom the bell tolls           Hemingway, Ernest,    The Blakiston Co.     1944 ¶
► 4   For whom the bell tolls           Hemingway, Ernest,    Jonathan Cape     1944 ¶
► 5   For whom the bell tolls           Hemingway, Ernest,    S. Fischers Bibliothek,   ├
1946 ¶
► 6   For whom the bell tolls           Hemingway, Ernest,    Bermann-Fischer Verlag,   ├
1948 ¶
► 7   For whom the bell tolls           Hemingway, Ernest,    The Sun Dial Press   1948 ¶
► 8   For whom the bell tolls           Hemingway, Ernest.    Bantam Books      1951 ¶
► 9   For whom the bell tolls           Hemingway, Ernest.    Diana.     1952 ¶
►10   For whom the Bell Tolls           Hemingway, Ernest  G. B. Fischer & Co., ├
1954 ¶
```

Truncated and Collective Entries

In a group display, the system categorizes retrieved records by kind of material (e.g., books, manuscripts) and by year of publication. If you wish to view an item or a group of records:

1. Move the cursor to Home position.
2. Type the line number of the entry.
3. Press and release <DISPLAY REC'D>, then <SEND>.



```
                     ¶
HEMIERN ¶
 ► 1 Books              1900-1923  5 ¶
 ► 2 Books              1924-1928 35 ¶
 ► 3 Books              1929-1931 38 ¶
 ► 4 Books              1932-1937 48 ¶
 ► 5 Books              1938-1941 44 ¶
 ► 6 Books              1942-1946 40 ¶
 ► 7 Books              1947-1950 35 ¶
 ► 8 Books              1951-1953 37 ¶
 ► 9 Books              1954-1956 40 ¶
 ►10 Books              1957-1959 38 ¶
 ►11 Books              1960-1963 45 ¶
 ►12 Books              1964-1966 47 ¶
 ►13 Books              1967-1969 43 ¶
 ►14 Books              1970-1972 70 ¶
 ►15 Books              1973-1976 47 ¶
 ►16 Books              1977-1981 57 ¶
 ►17 Books              NO DATE   45 ¶
 ►18 Manuscripts        1948-1957  4 ¶
 ►19 Media Materials    1932-1979 20 ¶
 ►20 Sound Recordings   1900-1977 34 ¶
 ►21 Sound Recordings   NO DATE    2 ¶
```

Group Display

INFORMATION IN RECORDS

Information in the record is arranged in numbered fields. Each field begins with the ► symbol and ends with the ¶ symbol. In multi-line fields, a ├ symbol displays at the end of each continuing line. After the ► symbol is the line number, which is followed by a three-digit tag. The tag identifies the kind of information in the field. The following fields contain the information you are most likely to need:

Tag	Type of Information
050,090	Library of Congress (LC) call number*
082,092	Dewey call number*
086	Superintendent of Documents number*
060,096	National Library of Medicine call number*
100–111	Author's name
245	Title
250	Edition
260–262	Publication information: place, publisher, producer or distributor, date
300–305	Physical description, such as paging, volumes, illustrations, size
500–590	Notes
600–695	Subject headings
700–715	Joint authors, editors, illustrators, performers, etc.

---

* The call number found in the record may not be the same as the call number the book is shelved under in your library.

REQUESTING LOCATION INFORMATION

After you have retrieved the record for a particular item, you can view a list of the libraries that hold copies of it. Location displays list libraries by their three-character institution symbols. Consult the publication *OCLC Participating Institutions Arranged by OCLC Symbol* to identify these symbols.

To View	Type in Home Position
All locations recorded in OCLC system	dha <DISPLAY REC'D> <SEND>
Locations in your state	dhs <DISPLAY REC'D> <SEND>
Locations in your region (your state and all contiguous states)	dhr <DISPLAY REC'D> <SEND>
Selected locations (the system selects state, regional, or all locations depending on the number and geographic proximity of holding libraries)	dh <DISPLAY REC'D> <SEND>

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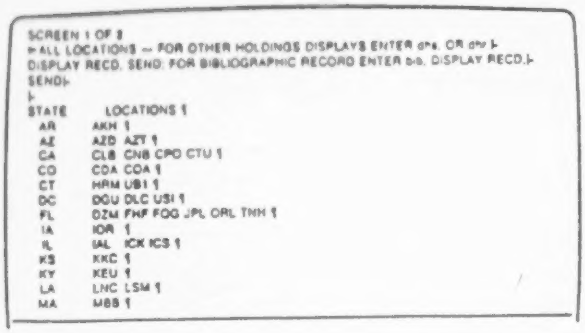

```
SCREEN 1 OF 8
⊳ALL LOCATIONS — FOR OTHER HOLDINGS DISPLAYS ENTER dhs, OR dhr ⊦
DISPLAY RECD, SEND; FOR BIBLIOGRAPHIC RECORD ENTER bib, DISPLAY RECD.⊦
SEND⊦
⊦
STATE     LOCATIONS ¶
  AR      AKH ¶
  AZ      AZD AZT ¶
  CA      CLB CNB CPO CTU ¶
  CO      CDA COA ¶
  CT      HRM UB1 ¶
  DC      DGU DLC USI ¶
  FL      DZM FHF FOG JPL ORL TNH ¶
  IA      IOR ¶
  IL      IAL  ICK ICS ¶
  KS      KKC ¶
  KY      KEU ¶
  LA      LNC LSM ¶
  MA      MBB ¶
```

Locations Display

REQUESTING OTHER DISPLAYS

When you want to move around from one display to another within a search, type your requests in the forms listed below:

To View	Type in Home Position
Record (from any location or summary display)	bib <DISPLAY REC'D> <SEND>
Next screen (from any screen of multiscreen display)	ns <DISPLAY REC'D> <SEND>
Previous screen (from any screen of multiscreen display)	ps <DISPLAY REC'D> <SEND>
Specific screen (from any screen of multiscreen display)	s[number of desired screen]
Specific item (from any summary display)	[number of line]
All truncated entries (from a collective display)	all <DISPLAY REC'D> <SEND>
Truncated display (from item record or other summary display)	tr <DISPLAY REC'D> <SEND>
Collective display (from item record or other summary display)	co <DISPLAY REC'D> <SEND>
Group display (from item record or other summary display)	gp <DISPLAY REC'D> <SEND>

On the M300 keyboard you may use function keys for certain requests: <F7> to view record (bib), <F4> for next screen (ns), and <F5> for previous screen (ps).

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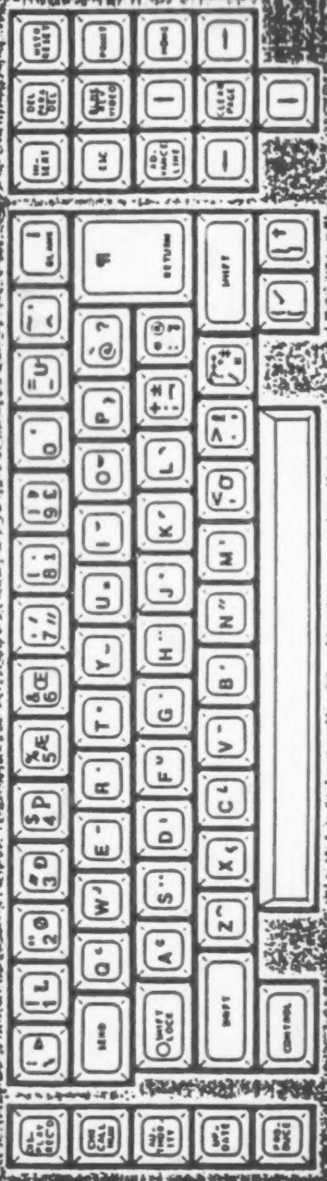

OCLC Models 100, 105 and 110 Keyboard

9/1/89(F.)

4.6 Personal Name: Mc Mac

If the personal author's surname (100, 700, 705, 870) begins with the prefix "Mc" or "Mac", compress the prefix to the single letter "m". Apply this rule only if the prefix is followed by an uppercase letter.

Name/title	Search Key	Retrieves
Edna McGuire. They made America great.	mgui,they	100 10 McGuire, Edna. 245 10 They made America great.
Margaret McKenny. A field guide to wildflowers.	mken,fiel	700 10 McKenny, Margaret. 245 12 A field guide to wildflowers.

Personal Name	Search Key	Retrieves
Robert E. MacMaster.	mmas,rob,e	100 10 MacMaster, Robert E.

If the prefix is followed by a lowercase letter, do not compress the prefix to "m". Instead, include the entire prefix in the search key.

Name/title	Search Key	Retrieves
John Marshall Macdonald. Armed robbery.	macd,arme	100 10 Macdonald, John Marshall. 245 10 Armed robbery.

If in doubt, search both ways.

Personal Name	Search Key	Retrieves
James Edmond MacDonnell. or James Edmond Macdonnell.	mdon,jam,e and macd,jam,e	100 10 MacDonnell, James Edmond. 100 10 Macdonnell, James Edmond.

Note that the contraction of "Mc" and "Mac" does not apply to corporate names (110, 111, 710, 711, 715, 871, 872).

Corporate Name	Search Key	Retrieves
McMichael Canadian Collection.	=mcmi,can,c	110 20 McMichael Canadian Collection.

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4.7 Personal Name: Multiple Surnames, Articles and Prepositions

If the personal author's surname (100, 700, 705, 870) is a multiple surname or begins with an article or a preposition, treat the surname as a single word. Ignore punctuation or spaces that may occur within the surname. (The "surname" is the word or words that precede the first comma in the field.) This rule applies to multiple surnames, hyphenated surnames, and articles or prepositions that begin the entry.

Note that, although initial articles are excluded from search keys for titles and corporate names, initial articles are included in search keys for personal names.

Personal Name	Search Key	Retrieves	
Miguel León Portilla.	leon,mig,^	100 20	Le´on Portilla, Miguel.
Antony Armstrong-Jones.	arms,ant,^	100 20	Armstrong-Jones, Antony.
Martin Van Buren.	vanb,mar,^	100 10	Van Buren, Martin.
Aharon Ben-Ami.	bena,aha,^	100 20	Ben-Ami, Aharon.
Fadwa el Guindi.	elgu,fad,^	700 10	el Guindi, Fadwa.

Name/title	Search Key	Retrieves	
Milton Charles Del Manzo. Public school bonding in Iowa.	delm,publ	100 10 245 10	Del Manzo, Milton Charles. Public school bonding in Iowa.
Lionel de La Laurencie. Le goût musical en France.	lala,gout	100 10 245 03	La Laurencie, Lionel de. Le go^ut musical en France.
'Alī al-Qāsimī. Linguistics and bilingual dictionaries.	alqa,ling	100 10 245 10	al-Q¯asim¯i, 'Al¯i. Linguistics and bilingual dictionaries.

5.185-2

repository projects represented in the third edition. This includes holding information from 1,241 profiled institutions; 77,324 titles; 179,350 summary holdings statements and 224,667 copy specific holdings.

Members may purchase the USNP 3rd edition--Microfiche, reference booklet and binder--for $295 (Product Code 8642). You may create an order on either the Interlibrary Loan or Acquisitions Subsystem.

COMMUNICATIONS & ACCESS

CARTRIDGES FOR HITACHI 3500 CD-ROM DRIVES (OCLC)

Users can now purchase extra cartridges for use with Hitachi 3500 CD-ROM drives. The cartridges are available in packages of 5. They may be ordered using the revised "Publications/Audiovisual Materials Order" form. They are listed under product code 6324.

Additional cartridges can help prevent damage to the compact discs by eliminating the need for handling each time the discs are changed. Having a cartridge for each compact disc also saves time by allowing users to remove and insert a new cartridge instead of removing the cartridge, removing the compact disc, inserting a new compact disc, then re-inserting the cartridge.

CAT CD450 - CD-ROM DRIVES (OCLC)

CAT CD450 currently supports Hitachi (1502, 1503S, 2500, 3500) Philips (CM100/153), and Amdek (LaserDrive 1) CD-ROM drives. For other drives not listed, the following general guidelines should be considered:

1. Is the CD-ROM drive compatible with your hardware?

SEARCHING CORPORATE NAMES CONTAINING STOPWORDS (OCLC)

Please remember that you may need to try several search keys when searching for corporate names containing stopwords, whether you are searching in the Online Union Catalog or the Authority File. OCLC made a number of software changes prior to the December 1984 index regeneration. These changes, which were made to improve the predictability of search results for corporate headings containing marks of punctuation, created some unforseen indexing problems.

When a corporate or conference name contains a stopword in parentheses followed by a period, the Online System does not recognize the word in parentheses as a stopword, so the stopword is included within the indexing portion of the heading. This problem was discovered in 1985, when searches for New York (State) and Washington (State) were done. However, catalogers at the University of California, Irvine, recently discovered that the problem also affects headings containing such "special case" stopwords as Great Britain. For example:

Heading	Expected Search Key	Actual Search Key
National Trust (Great Britian). Historical monographs.	=trus,gtb,	=trus,gre,b
New York (State). Temporary Commission of Investigation.	=temp,com,o	=stat,tem,c
Washington (State). Commission on Environmental Policy.	=envi,pol,	=stat,com,o

If the name containing the parenthetical stopword is not followed by a period, the Online System recognizes the word in parentheses as a stopword, so the heading is indexed as expected. Thus to retrieve all relevant records, you will usually need to enter more than one search key.

Please keep this peculiarity in mind when searching corporate and conference names in both the Online Union Catalog and the Authority File.

5.1B6-1

OCLC ONLINE AUTHORITY FILE

2

Search Keys

Highlights of this chapter
2.1 Indexed fields
2.2 Searching basics
2.3 Numeric search keys
2.4 Derived search keys
2.5 General rules for derived search keys

2.1 Indexed Fields

The OCLC Online System indexes certain portions of authority records for retrieval purposes. Table 2-1 lists the indexed fields and subfields for the various types of headings.

Table 2-1 Indexed Fields and Subfields

Type of Heading	Field		Indexed Subfields
Personal name	100	Established heading	•a Name
	400	*See from*	
	500	*See also from*	
Corporate name	110	Established heading	•a Name or jurisdiction name •b Subordinate unit
	410	*See from*	
	510	*See also from*	
Conference name	111	Established heading	•a Meeting name or jurisdiction name •n Number
	411	*See from*	
	511	*See also from*	
Geographic name	151	Established heading	•a Geographic name •x General subdivision •y Chronological subdivision •z Geographic subdivision
	451	*See from*	
	551	*See also from*	
Uniform title	130	Established heading	All subfields, except •i and •w
	430	*See from*	
	530	*See also from*	
Topical term	150	Established heading	•a Topical term or geographic name as entry element •b Topical term following geographic name as entry element •x General subdivision •y Chronological subdivision •z Geographic subdivision
	450	*See from*	
	550	*See also from*	
All headings	010	Authority record control number (LC)	•a Control number •z Cancelled/invalid number
	ARN	Authority record number (OCLC)	Fixed-field element (system-supplied)

Table 5-3 Variable Fields *(Continued)*

Tag	Ind		Sbfld	Name	Comments
	1	2			
640				**Series dates of publication and/or volume designation**	Contains the beginning/ ending dates of series publication and/or series volume designation. This field is used to differentiate series with the same or similar titles.
	0			Formatted style	
	1			Unformatted style	
		b̸			
			•a	Dates of publication and/or volume designation	
			•z	Source of information	
641				**Series numbering peculiarities**	Contains notes about coverage during the reporting year or irregularities in numbering, e.g., double numbering, combined issues, suspension of publication.
	b̸	b̸			
			•a	Numbering peculiarities note	
			•z	Source of information	
642				**Series numbering example**	Contains an example of the form of series numbering that should be used in subfield •v of series added entry fields in bibliographic records for individual issues of the series.
	b̸	b̸			
			•a	Example	
			•d	Volumes/dates to which example applies	
			•5	Institution/copy to which the field applies	
643				**Series place and publisher/issuing body**	Contains series' place of publication, publisher or issuing body, and volumes or dates to which this information applies.
	b̸	b̸			
			•a	Place	
			•b	Publisher/issuing body	
			•d	Volumes/dates to which information applies	
644				**Series analysis practice**	
	b̸	b̸			
			•a	Series analysis practice *f* Analyzed in full *p* Analyzed in part *n* Not analyzed	
			•b	Exceptions to analysis practice	
			•d	Volumes/dates to which practice applies	
			•5	Institution/copy to which field applies	
645				**Series tracing practice**	
	b̸	b̸			
			•a	Series tracing practice code *t* Traced as series added entry *n* Not traced as series added entry	
			•d	Volumes/dates to which practice applies	
			•5	Institution/copy to which field applies	
646				**Series classification practice**	
	b̸	b̸			
			•a	Series classification practice code *c* Volumes are classified as a collection *m* Volumes are classified with main or other series *s* Volumes are classified separately	
			•d	Volumes/dates to which practice applies	
			•5	Institution/copy to which field applies	

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Table 5-3 Variable Fields *(Continued)*

Tag	Ind 1	Ind 2	Sbfld	Name	Comments
663				**Complex *see also* reference—Name**	Field 663 contains a *see also* reference prepared by the cataloger when the reference is more complex than can be conveyed soley through the contents of one or more 5xx fields
	ƀ	ƀ			
			•a	Explanatory text	
			•b	Heading referred to	
			•t	Title referred to	
664				**Complex *see* reference—Name**	Field 664 contains a *see* reference prepared by the cataloger when the reference is more complex than can be conveyed solely through the contents of one or more 4xx fields
	ƀ	ƀ			
			•a	Explanatory text	
			•b	Heading referred to	
			•t	Title referred to	
665				**History reference**	Historical information, usually about a corporate body. (As of 1981 February, LC no longer includes these notes and removes them if the record needs to be updated.)
	ƀ	ƀ			
			•a	History reference	
666				**General explanatory reference—Name**	Used in a reference record, field 666 contains information relating to searching & filing arrangement. Very rarely used.
	ƀ	ƀ			
			•a	General explanatory reference	
667				**Name usage or scope note**	Used in records being updated. See section 4.5.2 for details. Also used to give scope of heading to the cataloger.
	ƀ	ƀ			
			•a	Usage or scope note	
670				**Source data found**	Reference sources in which information about the heading was found.
	ƀ	ƀ			
			•a	Source citation	
			•b	Information found	
675				**Source data not found**	Reference sources that provided no information about the heading.
	ƀ	ƀ			
			•a	Source citation	
678				**Epitome**	Used to record bibliographical, historical, or other information about the heading. Such data may also appear as part of other fields.
	ƀ	ƀ			
			•a	Epitome	
680				**Subject scope note**	Statement indicating the usage of a subject heading usually referring to related or overlapping headings.
	ƀ	ƀ			
			•a	Subject heading or subdivision term	
			•i	Explanatory text	
681				**Subject example tracing note**	Serves in Record 1 as a tracing for another record (Record 2) in which the heading in Record 1 appears as an example in a complex *see* or *see also* reference (260 or 360) or in a scope note (680).
	ƀ	ƀ			
			•a	Subject heading or subdivision term	
			•i	Explanatory text	
682				**Deleted heading information**	Explains why an established heading record or a subdivision record has been deleted from an authority file. Many also contain the replacement heading(s).
	ƀ	ƀ			
			•i	Explanatory text	
			•a	Replacement heading	

5.1C1-3

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BASICS

1. There is more on a record than the entry and the references.

   READ THE NOTE FIELDS!

2. There are three kinds of data in the authority file:

   NAMES (PERSONAL, CORPORATE, CONFERENCE, GEOGRAPHIC)
   TITLES (SERIES TITLES, LITERARY AND MUSICAL UNIFORM TITLES)
   TOPICAL SUBJECTS

3. There are two ways to search

PHRASE SEARCH		DERIVED SEARCH
sca pn	personal name	[4,3,1
sca co	corporate name	[4,3,1
sca cn	conference name	[4,3,1
sca ti	series title, uniform title	[3,2,2,1
sca su	subject	[5,3

4. The AUTHORITY TAGS are a separate tag system from the BIB TAGS.

   1xx is the AUTHORITY FILE ENTRY
   4xx is a SEE REFERENCE
   5xx is a SEE ALSO REFERENCE
   6xx is a NOTE

   [A name tagged 100 in the authority file
   might be tagged 100, 600, 700, or 800 on a bib record.]

AUTHORITY FILE SCAN SEARCHES

cho af	choose the authority file
sca pn	personal name
sca co	corporate name
sca cn	conference name
sca ti	title
sca su	topical subject heading

Scan searches are strict "string searches."
Include commas, spaces and parentheses in the search:

```
sca pn twain, mar
sca co germany (eas
sca ti occasional paper (university of essex
```

NOTE: sca ti is the only scan command which works in both OL and AF: you must search in the correct file

Authorities Reference Card

Bib File : cho ol

Phrase Searching

To enter a phrase search using the Scan command:

- Enter ***sca [index label] [initial words of a heading]***

  The system displays the Root Index screen.

Example

- Enter ***sca pn sayers, dorothy l***

Phrase searches use the following index labels:

Index name	**Index label**
Personal name	pn
Corporate name	co
Conference name	cn
Title	ti
Subject headings	su

Searching Hints

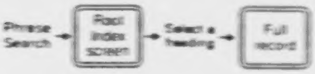
- Be sure the current database is the Authority File.
- Type just enough of the initial words of a heading to place you near the desired heading on the Root Index screen.
- There are no stopwords in phrase searches.
- Phrase searches are limited to 128 characters on the Root Index, 58 characters on the Expanded Index.
- Use the first comma with inverted headings from subfield ‡a for tags 100, 150, and 151. In other situations, use a blank space instead of a comma.
- Include standard letters of the Roman alphabet, numbers, Roman numerals, blank spaces, parentheses, and symbols: # & ;
- Headings in indexes are listed alphabetically; numbers follow letters. Parentheses and commas precede letters.
- Geographic root terms (tag 151, ‡a) are indexed in both corporate and subject indexes.
- Search for all headings used as subjects in *Library of Congress Subject Headings* (LSCH) in the subject index.
- **The system links indexed headings on the Root Index screen with specific types of subheadings on the Expanded Index screen.**

If the Root Index is	**The Expanded Index contains**
Personal name (pn)	Titles
Corporate name (co)	Titles
Conference name (cn)	Titles
Title (ti)	Personal, corporate, conference names
Subject heading (su)	Subject subdivisions

TO GET TO AUTHORITY FILE, USE "choose"
COMMAND: cho af

Paths to Authority File Records

Path 1: Headings on the Root Index screen with one hit.

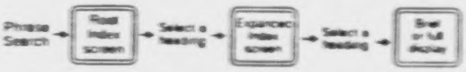


1. Enter ***sca [index label] [initial words of a heading]***

   The system displays the Root Index screen.
2. Enter ***[line number]*** of the heading with one hit.

   The system displays a full record.

Path 2: Headings on the Root Index screen with **multiple hits.**



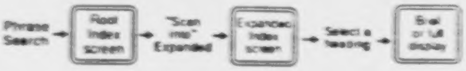
1. Enter ***sca [index label] [initial words of a heading]***

   The system displays the Root Index screen.
2. Enter ***[line number]*** of the heading with multiple hits.

   The system displays the Expanded Index screen.
3. Enter ***[line number]*** of the heading.

   The system displays brief entries or a full record.

Path 3: Headings on the Root Index screen with **more than 50 hits.**



1. Enter ***sca [index label] [initial words of a heading]***

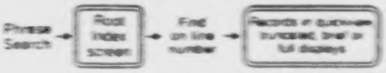
   The system displays the Root Index screen.
2. Enter ***sca [line number] [initial words of the subheading]***

   The system displays the Expanded Index screen.
3. Enter ***[line number]*** of the subheading.

   The system displays brief entries or a full record.

5.103-1

Path 4: Retrieve records without viewing the Expanded Index screen.



1 Enter ***sca [index label] [initial words of a heading]***

The system displays the Root Index screen.

2 Enter ***fin [line number]*** of the heading.

The system displays records hierarchically.

Numeric Searching

To enter numeric searches using the Find command:

- Enter ***fin [index label] [numeric search]***

  The system displays records hierarchically.

Numeric searches use the following index labels:

Index name	Index label
OCLC-assigned Authority Record Number (ARN)	an
LC-assigned Authority Record Control Number (LCCN)	ln
International Standard Book Number (ISBN)	bn
International Standard Serial Number (ISSN)	sn

Keys and Commands

Functions

Ret or <F3>	Return to the previous display or menu. Exit the Help facility; return to an empty Desktop
info	Display authorization and session information
tem	Temporarily change authorization mode
pst	Insert one or more contiguous lines of text
cls	Copy one or more contiguous lines of text. Specify by number the lines to be copied
set menu	Toggle Menu Bar on and off
mrd	Move a bibliographic, authority, locations, or constant data record to the copy display

Search and Transmit

sca	Enter a phrase search
fin	Retrieve records from the Root Index screen or enter a numeric or derived search
<F10>	Open a menu, transmit information from a menu or entry screen, select an option or transmit a field
<F11> or <Shift><F10>	Transmit a command or enter a search at the Home position

Move Among Screens and Displays

pdn	Move down in a screen or display to the succeeding information
pup	Move up in a screen or display to the preceding information
for	Move forward in a group, truncated, brief entry, or full record display
bac	Move back in a group, truncated, brief entry, or full record display
gob	Move back to a previously viewed higher level screen or display
gob ex	Move back to previously viewed Expanded Index screen
gob rt	Move back to previously viewed Root Index screen
cho	Choose a database. Specify the two-character database abbreviation: *ol, af, sc*
set tag or set mne	Change the default authority record display for the current session
alt	Change between tagged and mnemonic authority record displays
rds	Redisplay the current screen
rev	Display search history
tog	Switch between the Main display and the Copy display
xpo	Export an authority record

Cursor Movement

<Home>	Move the cursor to the beginning of a group, truncated, brief entry, or full record display
<End>	Move the cursor to the last items of a group, truncated, brief entry, or full record display
Arrow keys	Move the cursor one space to the right or left, or, one line up or down. For continuous movement, hold the key down
<Ctrl><→>	Move the cursor to the beginning of the following word
<Ctrl><←>	Move the cursor to the beginning of the previous word
<Tab>	Move the cursor to the next tab stop
<Shift><Tab>	Move the cursor to the previous tab stop
<Enter>	Move the cursor to the beginning of the next line down (if you are not in insert mode)

Help Facility

hlp	Display online Help
exp	Display a list of Help topics or information about a topic

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5.100-2

Table 5-2. Derived Searches for the Authority File

Type of Search	Example	Search Key Format[1]	Using Search Keys[2]	Using Menus[3]	Using Commands[4]
Name	Clarke, Arthur C.	[4,3,1	[clar,art,c	[clar,art,c	fin dn [clar,art,c
		4,3,1	not valid	clar,art,c	fin dn clar,art,c
Uniform Title	Women's studies monograph series	[3,2,2,1	[wom,st,mo,s	[wom,st,mo,s	fin dt [wom,st,mo,s
		3,2,2,1	not valid	wom,st,mo,s	fin dt wom,st,mo,s
Topical Term	Women economists	[5,3	[women,eco	[women,eco	fin ds [women,eco
		5,3	not valid	women,eco	fin ds women,eco

(1) All format elements must be present, even if part of the item data called for is not. Include formatting punctuation only. For example, enter ***[beo,,,*** for the uniform title *Beowulf*.

(2) Enter the key at the Home position.

(3) Open the Search Menu, select **Authority File**, select **Find/Scan Search**, select the access method, complete and send the search screen.

(4) Enter the Find command: ***fin [index label] [search key]*** at the Home position. There is an index label for each search key. *D* is the first letter of the index label for each derived search key.

5.1.4-1

ILLINET Online at UIUC: Fact Sheet

- Largest U. S. Public University Research Library
- 8+ million volumes
- Online Services Available:
    - ILLINET Online: online catalog, circulation, interlibrary loan;
    - IBIS: periodical databases;
    - UnCover: current journal contents;
    - Internet Resources, including other libraries and WWW and Gopher sites;
    - Illinois Legislative Information System;
    - Linked with over 700 Illinois Libraries;
    - Electronic mail and staff services;
- Serving a community of 38,000+ students, faculty, staff;
- Over 2 million system transactions per year;
- Network accessible on campus, and from anywhere in the world!
    - In 38 departmental libraries;
    - Through dial access;
    - Through the Internet;
- Behind-the-scenes facts and figures:
    - Centralized processing and database creation;
    - One of the top catalog record producers in the nation;
    - In 1993-94, 83,63 titles cataloged; 139,661 volumes added to the collection;
    - Developed local interface to Library and other electronic resources;

9/30/94

5.2A1-1

Illinet Online Plus

The University of Illinois Library Information System

The Online Catalog - The statewide system locates books, journals, and non-print materials from the University of Illinois and other libraries across the state.

IBIS
Illinois Bibliographic Information System - References to articles in journals and magazines. Locate an article by subject, author, or title. Each index covers a broad subject range.

Databases:

Applied Science and Technology Index
Subject: engineering, physics, chemistry and mathematics journals
Coverage: 1983-

Art Index
Subject: art, architecture, graphics, design, and landscape architecture journals
Coverage: 1984-

Biological and Agricultural Index
Subject: biology, agriculture, botany, and animal science journals
Coverage: 1983-

Business Periodicals Index
Subject: business, management, and trade journals
Coverage: 1982-

General Science Index
Subject: science periodicals designed for students and non-specialists
Coverage: 1983-

Humanities Index
Subject: humanities journals from literature, film, art and philosophy
Coverage: 1984-

Library Literature Index
Subject: library and information science journals, books and theses
Coverage: 1983-

Readers' Guide Abstracts
Subject: popular magazines including book and movie reviews, including abstracts
Coverage: 1983-

Social Sciences Index
Subject: history, sociology, anthropology, psychology, and political science journals
Coverage: 1984-

The previous indexes can be searched separately or together in the Wilson Files.

Wilson Files
Scope: allows unit searching of the nine Wilson databases listed above for a multidisciplinary approach
Coverage: earliest date covered is 1982-, but starting dates vary by file

Current Contents
Subject: academic journals covering a broad range of fields with access by author, key words, and journal titles
Coverage: most recent two years

CARL Uncover
Subject: journal and magazines covering a broad range of disciplines with access by author, journal, or article title
Coverage: 1988-

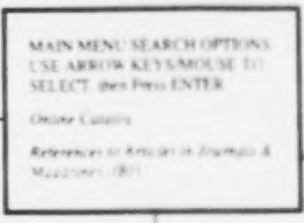
Educational Resources Information Center (ERIC)
Subject: references covering research documents, journal articles, technical reports, program descriptions and evaluations, and curricular materials in the field of education
Coverage: 1966-

PsycINFO
Subject: journals, reports, and theses covering psychology, psychiatry, sociology, anthropology, linguistics, physiology
Coverage: 1967-

Illinet Online Plus

How Illinet Online Plus Works...

Select your choice from this menu:

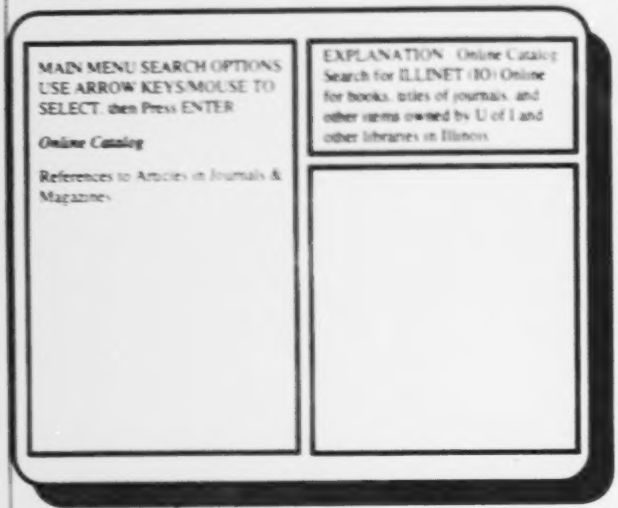


MAIN MENU SEARCH OPTIONS
USE ARROW KEYS/MOUSE TO SELECT then Press ENTER

Online Catalog

References to Articles in Journals & Magazines (IBIS)

Selecting "Online Catalog" allows you to search for books, titles of journals and other items owned by U of I and other libraries in Illinois

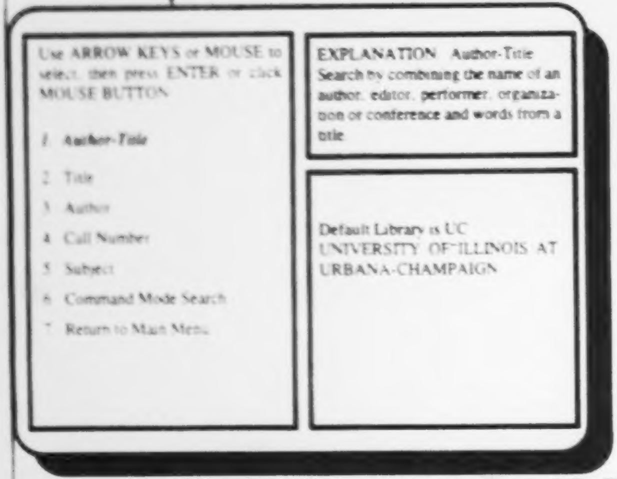


MAIN MENU SEARCH OPTIONS
USE ARROW KEYS/MOUSE TO SELECT, then Press ENTER

Online Catalog

References to Articles in Journals & Magazines

EXPLANATION Online Catalog
Search for ILLINET (IO) Online for books, titles of journals, and other items owned by U of I and other libraries in Illinois



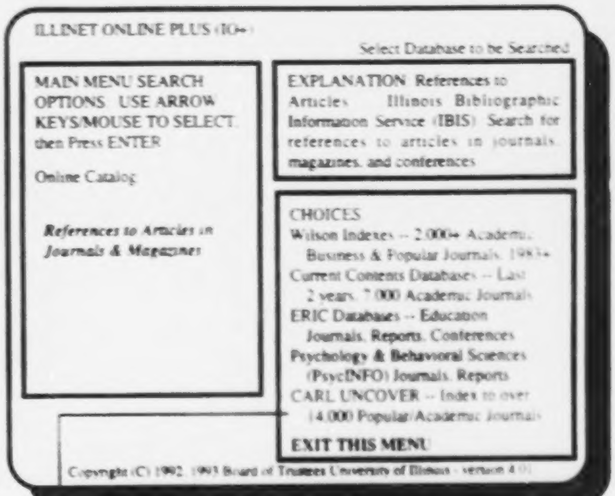
Use ARROW KEYS or MOUSE to select, then press ENTER or click MOUSE BUTTON

1 ***Author-Title***
2 Title
3 Author
4 Call Number
5 Subject
6 Command Mode Search
7 Return to Main Menu

EXPLANATION Author-Title
Search by combining the name of an author, editor, performer, organization or conference and words from a title

Default Library is UC
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

Selecting "References to Articles in Journals & Magazines" allows you to search for references to articles in journals, magazines and conferences.



ILLINET ONLINE PLUS (IO+)

Select Database to be Searched

MAIN MENU SEARCH OPTIONS USE ARROW KEYS/MOUSE TO SELECT, then Press ENTER

Online Catalog

References to Articles in Journals & Magazines

EXPLANATION References to Articles Illinois Bibliographic Information Service (IBIS) Search for references to articles in journals, magazines, and conferences

CHOICES
Wilson Indexes -- 2,000+ Academic, Business & Popular Journals, 1983+
Current Contents Databases -- Last 2 years, 7,000 Academic Journals
ERIC Databases -- Education Journals, Reports, Conferences
Psychology & Behavioral Sciences (PsycINFO) Journals, Reports
CARL UNCOVER -- Index to over 14,000 Popular/Academic Journals
EXIT THIS MENU

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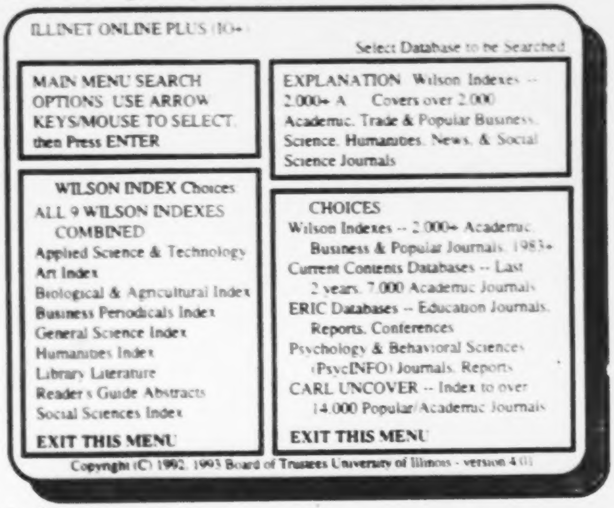
The interface guides you through the Database Selection Process



ILLINET ONLINE PLUS (IO+)

Select Database to be Searched

MAIN MENU SEARCH OPTIONS USE ARROW KEYS/MOUSE TO SELECT, then Press ENTER

WILSON INDEX Choices
ALL 9 WILSON INDEXES COMBINED
Applied Science & Technology
Art Index
Biological & Agricultural Index
Business Periodicals Index
General Science Index
Humanities Index
Library Literature
Reader's Guide Abstracts
Social Sciences Index
EXIT THIS MENU

EXPLANATION Wilson Indexes -- 2,000+ A Covers over 2,000 Academic, Trade & Popular Business, Science, Humanities, News, & Social Science Journals

CHOICES
Wilson Indexes -- 2,000+ Academic, Business & Popular Journals, 1983+
Current Contents Databases -- Last 2 years, 7,000 Academic Journals
ERIC Databases -- Education Journals, Reports, Conferences
Psychology & Behavioral Sciences (PsycINFO) Journals, Reports
CARL UNCOVER -- Index to over 14,000 Popular/Academic Journals
EXIT THIS MENU

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Ask Staff for Assistance.

UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN
ONLINE CATALOG
FBR: FULL BIBLIOGRAPHIC RECORD

What is FBR?

FBR is the bibliographic record component of the Online Catalog. It contains the same information found on a catalog card, except for the call number. The records for most books cataloged since 1975 and most serial publications cataloged since 1977 can be found in FBR.

There are two major files in FBR: the Bibliographic File and the Authority File. The Bibliographic File contains the minimum, full, and complete MARC records for every book and serial in the database. The Authority File contains the name authorities for all authors and series, and the subject file containing the 9th edition of the Library of Congress Subject Headings and all subject headings created at the University of Illinois. All names are entered according to AACR II rules.

What's in FBR?

BOOKS (See languages excluded below)	All cataloged since 1975
SERIALS (See languages excluded below)	All cataloged since 1977
MICROFICHE	Books cataloged since 1975 Serials cataloged since 1977
MICROFILMS	Books cataloged since 1975 Serials cataloged since 1977
AV MATERIALS	All cataloged since 1979
DISSERTATIONS	All cataloged since 1975
MAPS	NOT INCLUDED
MANUSCRIPTS	NOT INCLUDED
MUSIC RECORDINGS	All cataloged since 1978
PRINTED MUSIC	All cataloged since 1978
NEWSPAPERS	NOT INCLUDED
LANGUAGES	
CHINESE	NOT INCLUDED
JAPANESE	NOT INCLUDED
KOREAN	NOT INCLUDED
HEBREW	NOT INCLUDED
PERSIAN	NOT INCLUDED
ARMENIAN	NOT INCLUDED
ROMANCE	All cataloged since 1975
CYRILLIC	All cataloged since 1979
GREEK	All cataloged since 1979
SOUTH ASIAN	All cataloged since 1979
AUTHORITY FILES	9th edition of LC Subject & also LC Name Authorities

FBR COMMANDS

There are 9 search commands in FBR. Each command defines the type of search you wish to complete. You may use the full command or the abbreviation.

COMMAND	ABBREVIATION	FILE SEARCHED/FUNCTION
FIND	F	Bibliographic File
TERM	T	Authority File
SELECT	S	Manipulation of previous search
RESTORE	RE	Restores the results of the previous search
LINK TO LCS	L	Matches bibliographic record in FBR to circulation record in LCS
HOLDINGS	H	Holdings File
KEY	K	Word Postings File/Access Points
EXPAND and EXPANDALL	EX, EXPANDALL	Expand heading in the Authority File
HEADINGS	HD	Allows searching of headings identified in a particular bibliographic record

UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN
ONLINE CATALOG
FBR: FULL BIBLIOGRAPHIC RECORD

	FBR COMMAND					
IF YOU WANT	BIBLIO-GRAPHIC FILE (F)	AUTHORITY FILE (T)	FOLLOWED BY	EXAMPLE	COMPLETE COMMAND	TO SEND MESSAGE
AUTHOR	F A	T A	Author's Full Name	Griggs, Gary#	F A Griggs, Gary# T A Griggs, Gary#	PRESS RETURN KEY
Corporate Name		T AC	Corporate Author	School Library Manpower Project	T A C School Library Manpower Project	PRESS RETURN KEY
Corporate Name–Keywords	F KAC	T KAC	Keywords from the Corporate Name	American College of Nuclear Physicians	F KAC Physician's Nuclear T KAC Physician's Nuclear	PRESS RETURN KEY
SUBJECT	F S	T S	Subject Heading	Sports Medicine	F S Sports Medicine T S Sports Medicine	PRESS RETURN KEY PRESS RETURN KEY
Corporate Name–Keywords	F KSC	T KSC	Keywords from the Corporate Name	Smithsonian Institution	T KSC Smithsonian Institution	PRESS RETURN KEY
SERIES						
Corporate Name–Keywords		T KSEC	Series Corporate Name	University of Northern Colorado. Museum of Anthropology. Misc. Series	T KSEC University of Northern Colorado. Museum of Anthropology. Misc. Series	PRESS RETURN KEY
Title	F SET	T SET	Series Title	Time Life #	F SET Time Life # T SET Time Life #	PRESS RETURN KEY
TITLE	F T		Title	Using the right brain in language arts	F T Using the right brain in language arts	PRESS RETURN KEY

SEARCHABLE FIELDS AND COMMANDS IN FBR

	BIBLIOGRAPHIC FILE Use FIND (F)		AUTHORITY FILE Use TERM (T)	
	Searchable Fields	Abbr.	Searchable Fields	Abbr.
ISBN (books only)	ISBN	I		
ISSN (serials only)	ISSN	ISS		
TITLE keywords	KTITLE	T		
AUTHOR	AUTH	A	AUTH	A
Author - personal name			APERS	AP
Author - corporate name			ACORP	AC
Author - corporate name keywords	KACORP	KAC	KACORP	KAC
Author - uniform title			ATU	ATU
SUBJECT	SUBJ	S	SUBJ	S
Subject - personal name			SPERS	SP
Subject - corporate name			SCORP	SC
Subject - corporate name keywords	KSCORP	KSC	KSCORP	KSC
Subject - uniform title			STU	STU
Subject - geographical			SGEOG	SG
Subject - topical			STOP	ST
SERIES			SERIES	SE
Series - personal name			SEPERS	SEP
Series - corporate name			SECORP	SEC
Series - corporate name keywords			KSECOR	KSEC
Series - title	SETITL	SET	SETITL	SET

GEN.-1 REV. 6/88

5.2B1-2

SAMPLE DISPLAYS

DISPLAY OF INFORMATION

a) call number b) author c) title d) city of publication e) date of publication f) copy number g) loan period h) holding library i) circulation status j) edition k) publishing company l) copyright date m) collation n) notes o) International Standard Book Number (ISBN); International Standard Serial Number (ISSN);Price. p) subject headings q) publication series title r) line number s) volume number t) year

T A GRIGGS, GARY#

AUTHORITY DISPLAY
(Displays correct form of the Author Heading)

Griggs, Gary B

F 1

BIBLIOGRAPHIC DISPLAY

1. Griggs, Gary B The earth and land use planning/Gary B. Griggs, John A. Gilchrist. Northern Scituate, Mass. : Duxbury Press, c1977. viii, 492 p. : ill. ; oc172-910682
2. Griggs, Gary B Geologic hazards, resources, and environmental planning/ Gary B. Griggs, John A. Gilchrist. 2nd ed. Belmont, Calif. : Wadsworth Pub. Co., c1983. xvi, 502 p. : ill. ; oc178-688389
3. Living with the California coast/Gary Griggs and Lauret Savoy, editors. Durham, N.C. Duke University Press, 1985. xx, 393 p. : ill. ; ocmi-623078

S 2

BIBLIOGRAPHIC DISPLAY

Griggs, Gary B^{b}

Geologic hazards, resources, and environmental planning^{c}/Gary B. Griggs, John A. Gilchrist.

2nd ed.^{j} Belmont, Calif.^{d} : Wadsworth Pub. Co.,^{k} c1983.^{l}
xvi. 502 p. ; ill. : 24 cm.^{m}
includes bibliographies and index.^{n}
ISBN 0534012264 : $$24.95^{o}
1. Natural disasters 2. Engineering geology 3. Geology I. Gilchrist, John A. II. Title.^{p} oc178-688389

L 2

550G876G1983^{a} GRIGGS, GARY B.^{b}

GEOLOGIC HAZARDS, RESOURCES, AND ENVIRONMENTAL PLANNINGS^{c}
2ND ED.

$BELMONT, CALIF.^{d}

82-13674 2696418 1983^{e} 1 ADDED: 831102

01 001^{f} 16-4W^{g} GEX^{h} CHGD 830925/831025^{i} UC

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LIST OF IMPORTANT FIELDS IN ALPHABETICAL ORDER BY FBR CODE

FBR	OCLC	Explanation
ADD	265	Address of publisher
AEC	710	Added entry-corporate name
AEM	711	Added entry-meeting name
AEP	700	Added entry-personal name
AEU	730	Added entry-uniform title
CAL	050	Library of Congress call number
CAS	040	Cataloging source (libraries that created the record)
COL	300	Collation (number of pages, illustrations, size in centimeters)
DAT	362	Starting/ending date (serial records only)
DDC	082	Suggested Dewey decimal call number (not SIU's call number!)
FFD	Fixed fields	Various short fields designed for machine sorting of records
FOR	740/247	Variant form of title
FRQ	310	Frequency (serial records only)
IMP	260	Imprint (place, publisher, date)
KEY	222	Key title (serial records only)
LAT	785	Later title (serial records only)
LCN	010	Library of Congress card number
LON		Local number. The second LON is the RID.
MEC	110	Main entry-corporate name
MEM	111	Main entry-meeting name
MEP	100	Main entry-personal name
MEU	130	Main entry-uniform title
NOB	504	Bibliography note
NOF	580	Former/later title note (serial records only)
NOG	500	General note
NOI	510	Indexing note (serial records only)
NON	515	Numbering peculiarities note (serial records only)
NOX	533	Microform note
PPD	263	Projected publication date
PRE	780	Previous title (serial records only)
SAC	810	Series added entry-corporate name
SAM	811	Series added entry-meeting name
SAP	800	Series added entry-personal name
SAU	830	Series added entry-uniform title
SBN	020	ISBN (International Standard Book Number)
SER	490	Series statement
SET	440	Series statement
SSN	022	ISSN (International Standard Serial Number)
SUC	610	Subject-corporate name
SUG	650	Subject-geographic name
SUM	611	Subject-meeting name
SUP	600	Subject-personal name
SUT	650	Subject-topical
SUU	630	Subject-uniform title
TIL	245	Title
VAA	212	Variant title (serial records only)
VAT	246	Variant title (serial records only)

LIST OF IMPORTANT FIELDS IN NUMERICAL ORDER BY OCLC CODE

OCLC	FBR	Explanation
010	LCN	Library of Congress card number
020	SBN	ISBN (International Standard Book Number)
022	SSN	ISSN (International Standard Serial Number)
040	CAS	Cataloging source (libraries that created the record)
050	CAL	Library of Congress call number
082	DDC	Suggested Dewey decimal call number (not SIU's call number!)
100	MEP	Main entry-personal name
110	MEC	Main entry-corporate name
111	MEM	Main entry-meeting name
130	MEU	Main entry-uniform title
212	VAA	Variant title (serial records only)
222	KEY	Key title (serial records only)
245	TIL	Title
246	FOR/VAT	Variant title (serial records only)
247	FOR	Former title (serial records only)
260	IMP	Imprint (place, publisher, date)
263	PPD	Projected publication date
265	ADD	Address of publisher
300	COL	Collation (number of pages, illustrations, size in centimeters)
310	FRQ	Frequency (serial records only)
362	DAT	Starting/ending date (serial records only)
440	SET	Series statement
490	SER	Series statement
500	NOG	General note
504	NOB	Bibliography note
510	NOI	Indexing note (serial records only)
515	NON	Numbering peculiarities note (serial records only)
533	NOX	Microform note
580	NOF	Former/later title note (serial records only)
600	SUP	Subject-personal name
610	SUC	Subject-corporate name
611	SUM	Subject-meeting name
630	SUU	Subject-uniform title
650	SUT	Subject-topical
651	SUG	Subject-geographical
700	AEP	Added entry-personal name
710	AEC	Added entry-corporate name
711	AEM	Added entry-meeting name
730	AEU	Added entry-uniform title
740	FOR	Variant form of title
780	PRE	Previous title (serial records only)
785	LAT	Later title (serial records only)
800	SAP	Series added entry-personal name
810	SAC	Series added entry-corporate name
811	SAM	Series added entry-meeting name
830	SAU	Series added entry-uniform title

5.2B2-2

MONOGRAPH RECORDS

List of common FBR fields and equivalent OCLC fields in order of appearance on a record.

Pay attention to the first 3 letters of FBR codes and the first 3 numbers of OCLC codes. The other letters and numbers have to do with technical processing.

FBR	OCLC	Explanation
LCN	010	Library of Congress card number
MEP	100	Main entry-personal name
MEC	110	Main entry-corporate name
TIL	245	Title
FOR	740	Variant form of title
IMP	260	Imprint (place, publisher, date)
COL	300	Collation (no. of pages, size in centimeters)
SER/SET	4xx	Series statement
NOG	500	General note
NOB	504	Bibliography note
SUT	650	Subject-topical
SUG	651	Subject-geographical
AEP	700	Added entry-personal name
AEC	710	Added entry-corporate name
SAU	830	Added entry-series
SBN	020	ISBN (International Standard Book Number)
CAL	050	Library of Congress call number
DDC	082	Suggested Dewey decimal call number (not SIU's call number!)
CAS	040	Symbols for the libraries who created this record. (Last one in the string is the Illinois library that entered this record into the FBR data base. SOI is SIU.
LON		Local numbers. The second LON is the RID.
FFD	Fixed fields	Various short fields that are designed to be used for machine sorting of records

5.2B2-3

BRIEF LIST OF FBR CODES AND THE EQUIVALENT OCLC CODES IN ORDER OF APPEARANCE ON A RECORD

Pay attention to the first two letters of FBR coding:
The other letters and numbers have to do with technical processing.

FBR	OCLC	Explanation
LC	010	Library of Congress card number
ME	1xx	Main entry
TI	245	Title
FO	740	Variant form of title
IM	260	Imprint (place, publisher, date)
CO	300	Collation (number of pages, size in centimeters of the book)
SE	4xx	Series statement
NO	5xx	Note
SU	6xx	Subject
AE	7xx	Added entry
SA	8xx	Series added entry

Additionally, the following fields may appear on a record:

SBN	020	ISBN (International standard book number)
CAL	050	Library of Congress call number
DDCF	082	Suggested Dewey decimal call number
LON		Local number
FFD		Various short fields
PPD	263	Prepublication date
ADD	265	Address of publisher

NAMES (VA)

Tag	Numeric Indicator 1	Numeric Indicator 2	Tag	Numeric Indicator 1	Numeric Indicator 2	Sub-field	Name of variable field, indicator or subfield code
100			NAP				ESTABLISHED HEADING-PERSONAL NAME
	0			F			Forename only
	1			S			Single surname
	2			M			Multiple surname
	3			N			Name of family
		0-9			0-9		Filing indicator
						a	Name
						b	Numeration (roman numerals)
						*c	Titles and other works associated with the name
						d	Dates (of birth, death, etc.)
						e	Relator
						f	Date (of a work)
						g	Miscellaneous information
						h	Media qualifier
						k	Form subheading
						l	Language
						m	Medium of performance (music)
						*n	Number of part/section (music)
						o	Arranged statement (music)
						*p	Name of part/section (of work)
						q	Qualifier of name (full form)
						r	Key (music)
						s	Version
						t	Title (of a work)
						u	(not presently used)
						*x	General subject subdivision
						*y	Chronological subject subdiv.
						*z	Geographic subject subdiv.
						w	Control field

Tag	Numeric Indicator		Tag	Numeric Indicator		Sub-field	Name of variable field, indicator or subfield code
	1	2		1	2		
400			*UFP				USED FOR REFERENCE - PERSONAL
			*SEP				SEE REFERENCE - PERSONAL
	0			F			Forename only
	1			S			Single surname
	2			M			Multiple surname
	3			N			Name of family
		0-9			0-9		Filing indicator
						a	Name
						b	Numeration (roman numerals)
						*c	Titles and other words associated with the name
						d	Dates (of birth, death, etc.)
						e	Relator
						f	Date (of a work)
						g	Miscellaneous information
						h	Media qualifier
						k	Form subheading
						l	Language
						m	Medium of performance (music)
						*n	Number of part/section
						o	Arranged statement (music)
						*p	Name of part/section (of work)
						q	Qualifier of name (full form)
						r	Key (music)
						s	Version
						t	Title (of a work)
						u	(not presently used)
						*x	General subject subdivision
						*y	Chronological subject subdiv.
						*z	Geographic subject subdiv.
						w	Control field
						i	Text of reference instruction phrase (used in conjunction with the value "i" in w fld)

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Tag	Numeric Indicator 1	Numeric Indicator 2	Tag	Numeric Indicator 1	Numeric Indicator 2	Sub-field	Name of variable field indicator or subfield code
500			*RFP				REFER FROM REFERENCE - PERSONAL
			*SAP				SEE ALSO REFERENCE - PERSONAL
			*LNP				LATER NAME REFERENCE - PERSONAL
			*FNP				FORMER NAME REFERENCE - PERSONAL
	0			F			Forename only
	1			S			Single surname
	2			M			Multiple surname
	3			N			Name of family
		0-9			0-9		Filing indicator
						a	Name
						b	Numeration (roman numerals)
						*c	Titles and other words associated with the name
						d	Dates (of birth, death, etc.)
						e	Relator
						f	Date (of a work)
						g	Miscellaneous information
						h	Media qualifier
						k	Form subheading
						l	Language
						m	Medium of performance (music)
						*n	Number of part/section
						o	Arranged statement (music)
						*p	Name of part/section (of work)
						q	Qualifier of name (full form)
						r	Key (music)
						s	Version
						t	Title (of a work)
						u	(not presently used)
						*x	General subject subdivision
						*y	Chronological subject subdiv.
						*z	Geographical subject subdiv.
						w	Control field
						i	Text of reference instruction phrase (used in conjunction with the value "i" in w field)

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22 SUBJECTS (VL)

	Numeric Indicator			Numeric Indicator		Sub-	Name of variable field,
Tag	1	2	Tag	1	2	field	indicator or subfield code
100			SUP				ESTABLISHED HEADING-PERSONAL NAME
	0			F			Forename only
	1			S			Single surname
	2			M			Multiple surname
	3			N			Name of family
		0			L		LC Subject heading
		1			C		Children's subject heading
		2			M		NLM subject heading
		3			A		NAL subject heading
		4			V		Other (source not specified)
		5			E		NLC subject heading, English
		6			F		NLC subject heading, French
		7			V		Other (source specified)
		8			no value		Sears subject heading
						a	Name
						b	Numeration (roman numerals)
						*c	Titles and other works associated with the name
						d	Dates (of birth, death, etc.)
						e	Relator
						f	Date (of a work)
						g	Miscellaneous information
						h	Media qualifier
						k	Form subheading
						l	Language
						m	Medium of performance (music)
						*n	Number of part/section (music)
						o	Arranged statement (music)
						*p	Name of part/section (of work)
						q	Qualifier of name (full form)
						r	Key (music)
						s	Version
						t	Title (of a work)
						u	(not presently used)
						*x	General subject subdivision
						*y	Chronological subject subdiv.
						*z	Geographic subject subdiv.
						w	Control field

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Tag	Numeric Indicator 1	Numeric Indicator 2	Tag	Numeric Indicator 1	Numeric Indicator 2	Sub-field	Name of variable field indicator or subfield code
130			SUU				ESTABLISHED HEADING-UNIFORM TITLE
	_			_			Blank
		0			L		LC Subject heading
		1			C		Children's subject heading
		2			M		NLM subject heading
		3			A		NAL subject heading
		4			V		Other (source not specified)
		5			E		NLC subject heading, English
		6			F		NLC subject heading, French
		7			V		Other (source specified)
		8			no value		Sears subject heading
						a	Uniform title
						f	Date (of a work)
						g	Miscellaneous information
						h	Media qualifier
						k	Form subheading
						l	Language
						m	Medium of performance (music)
						*n	Number of part/section
						o	Arranged statement (music)
						*p	Name of part/section (of work)
						r	Key (music)
						s	Version
						t	Title (of a work)
						*x	General subject subdivision
						*y	Chronological subject subdiv.
						*z	Geographic subject subdiv.
						w	Control field

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Tag	Numeric Indicator 1	Numeric Indicator 2	Tag	Numeric Indicator 1	Numeric Indicator 2	Sub-field	Name of variable field indicator or subfield code
150			SUT				ESTABLISHED HEADING - TOPICAL SUB
	-			-			Blank
		0			L		LC Subject heading
		1			C		Children's subject heading
		2			M		NLM subject heading
		3			A		NAL subject heading
		4			V		Other (source not specified)
		5			E		NLC subject heading, English
		6			F		NLC subject heading, French
		7			V		Other (source specified)
		8			no value		Sears subject heading
						a	Topical subject or place name
						b	Name following place as entry element
						x	General subject subdivision
						y	Chronological subject subdiv.
						z	Geographic subject subdiv.
						w	Control field
151			SUG				ESTABLISHED HEADING - GEOG. NAME
	-			-			Blank
		0			L		LC Subject heading
		1			C		Children's subject heading
		2			M		NLM subject heading
		3			A		NAL subject heading
		4			V		Other (source not specified)
		5			E		NLC subject heading, English
		6			F		NLC subject heading, French
		7			V		Other (source specified)
		8			no value		Sears subject heading
						a	Geographic name or place name
						b	Name following place as entry element
						x	General subject subdivision
						y	Chronological subject subdiv.
						z	Geographic subject subdiv.
						w	Control field
260			*NON				GENERAL EXPLANITORY SEE REF. NOTE (SUBJECTS)
	-			-			Blank
		-			-		Blank
						*a	Subject heading
						*i	explanitory text

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SERIES (VT)

Tag	Numeric Indicator 1	Numeric Indicator 2	Tag	Numeric Indicator 1	Numeric Indicator 2	Sub-field	Name of variable field indicator or subfield code
130			TIS				ESTABLISHED HEADING-UNIFORM TITLE
	–			–			Blank
		0-9			0-9		Filing indicator
						a	Uniform title
						*d	Date (of treaty signing)
						f	Date (of a work)
						g	Miscellaneous information
						h	Media qualifier
						k	Form subheading
						l	Language
						m	Medium of performance (music)
						*n	Number of part/section
						o	Arranged statement (music)
						*p	Name of part/section (of work)
						r	Key (music)
						s	Version
						t	Title (of a work)
						*x	General subject subdivision
						*y	Chronological subject subdiv.
						*z	Geographic subject subdiv.
						w	Control field
						i	Text of reference instruction phrase (used in conjunction with the value "i" in w field)

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FBR GLOSSARY

Prepared by the Online Catalog Training Subcommittee
Morris Library
Southern Illinois Univerisity at Carbondale

May 1988

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FBR GLOSSARY

This glossary is a quick reference tool that identifies and explains terms, abbreviations, and symbols used in the FBR component of ILLINET Online. Symbols used in FBR may be found at the end of the glossary. See the FBR Manual for more complete explanations.

A Author key i.d.

a Authority file symbol that precedes an AACR2 heading.

A Authority file symbol that precedes a National Agricultural Library heading.

"a" **subfield** The first subfield of an access point. Terms following this access point are "non-a subfields."

AACR 2 Anglo-American Cataloguing Rules, 2nd ed. Adopted internationally as the basis of standardized bibliographic description of all types of materials.

AC Author, corporate key i.d.

ACA Author, corporate "a subfield" key i.d.

Access points Text and/or numeric terms used to search bibiliographic records.

Access points display (S,X) Lists terms used as access points to records in the bibliographic and authority files. Each access point is separated by a S.

ACN Author, corporate "non-a subfield" key i.d.

Analytics Author and title records for individual items classed together as a series.

And Boolean operator. May be typed: .and., .a., or *.

AP Author, personal key i.d.

Asterisk See symbols at the end of the glossary.

ATU Uniform title key i.d.

ATUA Uniform title "a subfield" key i.d.

ATUN Uniform title "non-a subfield" key i.d.

Author Includes compilers, editors, and composers in addition to the main personal and corporate authors who are responsible for a work.

Authority display options Authority records can be displayed in five formats. Access points (S,X)
- Complete (S,C)
- Full (S,F)
- Headings (default for 2-10 records)
- Summary (default for more than 10 records)

Authority File Contains Library of Congress subject headings, name headings, and series headings plus additional headings from IO libraries' records. Access by using the T (TERM) command.

Authority file access points All keywords and subfields that retrieve an authority record.

Authority records See Authority File.

B See Browse command.

Bibliographic display options Bibliographic records can be displayed in six formats.
Access points (S,X)
- Complete (S,C)
- Full (S,F)
- Index (S,I)

Minimum (S,M)
- Summary (default for more than 10 records)

Bibliographic File Contains detailed records for books, periodicals, and other library materials, similar to a traditional card catalog. Access by using the F (FIND) command.

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Bibliographic record Comprised of author, title, publisher, date, etc., similar to data found on a catalog card.

Boolean operators and or not

May be typed:
.and. .or. .not.
.a. .o. .n.
* + /

Boolean search Limits or expands a search by combining two or more searches in the same file.

Browse command Provides an efficient search of the Authority File. Records display in approximate alphabetical order. See also Direct Browse and Follow-on Browse.

C See Complete display.

C Authority File symbol that precedes LC Children's headings.

Command The instruction given to the computer to search a specific file or perform a specific function.

Complete display (S,C)

Bibliographic File: shows the complete format including cataloging information with mnemonic MARC tags.

Authority File: headings are displayed with tags, notes, and all see references.

Conference A meeting, symposium, seminar, workshop, council, etc. used as an access point.

Corporate author Any organization or group of persons identified by name acting as an author, such as associations, institutions, government agencies, and religious bodies.

Corporate/conference keyword search A search using one or more terms in any order from a corporate author or conference. Best used when the exact heading is unknown. Use the KAC or KSC key i.d.s in the Bibliographic File and KAC, KSC, or KSEC key i.d.s in the Authority File.

Corporate subject Subject headings that are names of organizations, political jurisdictions, corporate authors, etc., such as Southern Illinois University at Carbondale or Illinois. Legislative Council.

Dedicated line Telephone line devoted solely to computer operations.

Direct browse An efficient search technique in the Authority File that provides a list of headings in approximate alphabetical order. Used only for topical and geographic subject headings. (*B SG Illinois* will produce a list of geographic subject headings for the term Illinois.)

Display options Formats available to show records in varying degrees of completeness. The Bibliographic File allows 6 options, and the Authority File allows 5 options. See also C, F, I, M, S, and X.

E Authority File symbol that precedes National Library of Canada English headings.

EX Expand command. Expands and lists relevant cross references for headings in the Authority File. (*EX 3* will expand record no. 3.)

F See Find command.

F See Full display.

FBR Full Bibliographic Record or the part of the ILLINET Online system that is composed of the Bibliographic File, Authority File, Holdings File, and Key File.

Field Information in a bibliographic record which forms a logical unit, such as author or title.

Find Command (F) Used to access and display records in the bibliographic file.

Follow-on Browse Search technique for the Authority File. Used after an initial T (TERM) search . (*B 4* will list headings beginning with item 4 in approximate alphabetical order.)

Full display (S,F) Default display when one record is retrieved.
Bibliographic File: displays full bibliographic record, similar to information on a catalog card.
Authority File: shows headings with cross references and notes.

Geographic name AACR2 standardized heading for place name and geographic area.

Geographic subject Subject entered under place name and geographic area.

H See Holdings command.

Hd See Headings command.

Headings command (Hd) Allows direct searching of bibliographic record headings in the Bibliographic File. (*HD 1-6* will show all headings for records 1-6.)

Help The FBR help command is INFO.

Holdings command (H) Used in the Bibliographic File to see which libraries own the item being searched. (*H 1* will list holding libraries for bibliographic record no. 1)

Holdings File Contains the list of libraries that own an item. Access by using the H (HOLDINGS) command.

I See Index display.

I See ISBN

ILLINET Network of Illinois Libraries that uses OCLC to catalog their materials.

ILLINET Online Abbreviated as IO. The database created by the ILLINET libraries composed of the FBR, LCS, and Link files.

Implicit Boolean Subject terms combined using a double dash (--). The use of the Boolean operator "and" is understood.

Index display (S,I) A display option that includes the author, title, imprint, and description in a Bibliographic File search.

Info Help screen for FBR.

Interface The menu driven system available for searching the online catalog.

International Standard Book Number
See ISBN

International Standard Serial Number
See ISSN

IO See ILLINET Online.

ISBN International Standard Book Number. An internationally agreed upon standard number that uniquely identifies a book. Can be used in a Bibliographic File search to find a specific title, or if truncated (#), to find items associated with a publisher's assigned number.
(*F I 0070104980*)

ISS ISSN number key i.d.

ISSN International Standard Serial Number. An internationaly agreed upon standard number that uniquely identifies a serial or periodical. Can be used in a Bibliographic File search to find a specific title. (*F ISS 00100870*)

KAC Keyword-corporate author key i.d.

KEY command Used to access the Key File.

Key File Lists the number of times a word or term is used as an access point in FBR. Use KEY command.

Key i.d. Key identifier. A letter code that describes the type of data to be searched, such as *A* for author and *T* for title.

KSC Keyword-subject corporate key i.d.

KSEC Keyword-series corporate key i.d.

L See Link command.

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LCS Library Computer System. The part of the ILLINET Online system that contains short records that include circulation information, call numbers, and locations for Morris Library and 28 other Illinois academic libraries.

LCSH See Library of Congress Subject Headings.

Library of Congress Subject Headings A standard list of subject headings published by the Library of Congress.

LINK command (L) Matches a bibliographic record in FBR to a circulation record in LCS.

Link File The file that joins individual bibliographic records to LCS records. Contains LCS title numbers, LCS campus codes, and OCLC record numbers.

M See Minimun display.

M Authority File symbol that precedes a National Library of Medicine heading in the Authority File.

MARC Machine Readable Cataloging. A format identifying bibliographic data for computer recognition and manipulation.

MARC tag A 3 digit code that identifies a type of field (i.e., author, title, etc.) and serves to designate the kind of field, heading etc. used in the bibliographic record. FBR represents these tags with three alpha characters.

Minimum display (S,M) A display option in the Bibliographic File. Contains only enough information to identify a bibliographic record.

More Note at the end of a screen indicating that the displayed record or additional records are continued on the next screen. Use the Select (S) command to see additional records.

Non-a subfield Subdivision following the first subfield (known as subfield "a").

OCL or OCM Prefix that appears with a modified OCLC number used as the record identifier.

OCLC Online Computer Library Center. Provider of computer based products and services for libraries, such as cataloging and interlibrary loan information.

OCM See OCL

Online Catalogue The statewide Illinois computer system that includes materials in LCS and FBR. Also known as ILLINET Online.

Personal subject Names of persons who actually, or probably, lived and names of families used as subject headings.

R See Record identifier.

RE See Restore command.

Record indentifier The modified OCLC number that is a unique access point to a record in the Bibliographic File. Search using RID key i.d.

Restore command (RE) Command that returns to the previous search results.

RID Record identifier key i.d.

S See Select command.

S Subject key i.d.

S See Summary display.

SBN See ISBN.

SC Subject, corporate key i.d.

SCA Subject, corporate "a subfield" key i.d.

SCN Subject, corporate "non-a subfield" key i.d.

Scope note Note in the authority file that explains how a subject heading is applied.

Scoping code Retrieves items held by specific libraries or groups of libraries. Scoping codes must be preceded by S and can only be used with the FIND or LINK

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command.*(F A Gardner John SUC* will retrieve books by this author at the University of Illinois.)

SE Serial key i.d.

Search argument Follows the command in Bibliographic and Authority File searches. Describes type of search using key i.d. and search terms.

Search key Terms searched in the online catalog, such as numbers, keywords, and subfields.

SEC Serial, corporate key i.d.

SECA Serial, corporate "a subfield" key i.d.

SECN Serial, corporate "non-a subfield" key i.d.

See also reference Guide from a heading to a less comprehensive or otherwise related heading. Indicated by a + in the Authority File.

See reference Guide from a term or name not used as a heading to one that is used. Indicated by an * in the Authority File.

Select command (S) Allows searcher to manipulate list of bibliographic searches. (*S 1-6* will display the first six records.)

SEPA Serial, personal "a subfield" key i.d.

SEPN Serial, personal "non-a subfield" key i.d.

Serial Items such as magazines, journals, annual reports, newspapers, and some conference proceedings that are issued in successive parts.

Series Items that are related to each other by the fact that they have, in addition to their own individual titles, a collective title applying to the group as a whole. The items may or may not be numbered.

SET Serial title key i.d.

SETA Serial title "a subfield" key i.d.

SETN Serial title "non-a subfield" key i.d.

SG Subject, geographical key i.d.

SGA Subject, geographical "a subfield" key i.d.

SGN Subject, geographical "non-a subfield" key i.d.

Sort options Ways to alphabetize the records retrieved in FBR. For a complete description see the FBR Manual or handout on display and sort options.

SP Subject, personal name key i.d.

SPA Subject, personal name "a subfield" key i.d.

Special characters See list at end of glossary.

SPN Subject, personal name "non-a subfield" key i.d.

SSN See ISSN.

ST Subject, topical key i.d.

STA Subject, topical "a subfield" key i.d.

STN Subject, topical "non-a subfield" key i.d.

Stopwords Words that are used too frequently to be useful. They may be used in an FBR search, but the computer will ignore them. A list of stopwords is posted at each IO terminal.

STU Subject, uniform title key i.d.

STUA Subject, uniform title "a subfield" key i.d.

STUN Subject, uniform title "non-a subfield" key i.d.

Subfield Subdivisions of information in a field.

Subject What a book or item is about. Subjects may be corporate/conference, geographical, personal, or topical.

Subject, corporate See Corporate subject.

Subject, geogrpahic See Geographic subject.

Subject, personal See Personal subject.

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Subject, topical See Topical subject.

Summary display (S,S) Statement of number of records retrieved from a Bibliographic or Authority File search. Default display for more than 10 records.

T See Term command.

T Title key i.d.

Term command (T) Used to access the Authority File.

Title keyword search A search by title using any number of words in any order. All title searches in FBR are keyword searches.

Topical subject Subject entered under general terms that represent what an item is about. Usually listed in the Library of Congress Subject Headings.

Truncation (#) Search technique that expands or includes undefined characters in a search. Allows the user to search for every letter or word following the truncation symbol. (*F S Robot#* will retrieve robot, robots and robotics.)

Uniform title Collective title used to gather publications of an author, composer, or corporate body with several works in a particular form, such as Beowulf. English.

Uniform title author Uniform titles used as authors, such as Bible. Also includes names of anonymous classics, treaties, motion pictures not entered under a name, and radio and television programs.

WLN Western Library Network. Vendor for the FBR software.

X (S,X) See access points display.

* Symbol for a see reference. Marks invalid headings in the Authority File. Select command (S) will provide a see reference to the approved heading.

* Symbol used in place of "and" in a Boolean search.

*** Symbol for more. Indicates that the displayed record or additional records are continued on the next screen. Use the Select (S) command to see additional records. (*S 8-10*)

+ Symbol used in place of "or" in a Boolean operation.

$ Field marker

$ Symbol used to separate a scope code from a search or a display option from a search.

@ Symbol for all. Use in combination with a command to include all matches in a search. (*S@* or *F@*)

/ Symbol used in place of "not" in a Boolean operation.

Truncation symbol.

– Symbol used to subdivide subject headings.

For other symbols and punctuation please see the manual.

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UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN
ONLINE CATALOG
LCS: LIBRARY COMPUTER SYSTEM

What is LCS?

LCS is the short record circulation system of the Online Catalog. It is the known-item searching tool which gives author, title, call number, date of publication, library locations, serial holdings, and circulation status. You may search LCS by the author, title, or call number of an item.

LCS also provides circulation information for materials at over 28 other academic institutions throughout Illinois.

LCS LIBRARY CODES

LIBRARY CODE	LIBRARY NAME	LIBRARY CODE	LIBRARY NAME
ACQ	Acquisitions	IHX	Illinois Hist. Surv.
AFX	Africana Reading Room	IRX	Institute of Labor
AGX	Agriculture	IUX	Union Browsing Room
AHX	University Archives	IWX	Illinois Water Survey
ALX	Applied Life Studies	LAX	Law
ARX	Architecture	LSX	Library Science
ASX	Asian	MAX	Map & Geography
BIX	Biology	MDX	Modern Languages
CAT	Catalog Dept.	MTX	Mathematics
CDX	Collection Development	MUX	Music
CHX	Chemistry	NEX	Newspaper
CLX	Classics	NHX	Natural History Survey
CMX	Communications	PHX	Physics
CPX	City Planning	PYX	Psychology
CRX	Commerce	RBX	Rare Book Room
DCX	Computer Science	REX	Reference
DOC	Documents	SER	Serial Publications – not a location
EDX	Education		
EGX	English	SPX	Slavic & East European
ENX	Engineering	STX	Stacks
GEX	Geology	UGX	Undergraduate
GSX	Geological Survey	UHX	University High School
HEX	Home Economics	VEX	Veterinary Medicine
HIX	History	WDN	Withdrawn
HSX	Health Science	WST	Women's Studies

LCS LIBRARY CODES FOR OFF-CAMPUS SEARCHES

AR	Aurora University	ML	Millikin University
CT	Catholic Theological University	NC	North Central College
CS	Chicago State University	NU	Northeastern Illinois University
CL	Columbia College	NI	Northern Illinois University
DP	DePaul University	RO	Rosary College
EA	Eastern Illinois University	SX	Saint Zavier College
EL	Elmhurst College	SS	Sangamon State University
GS	Governors State University	SC	Southern IL Univ. at Carbondale
IB	Illinois Benedictine College	SE	Southern IL Univ. at Edwardsville
IT	Illinois Institute of Technology	SM	Southern IL Univ. School of Medicine
IS	Illinois State University		
IW	Illinois Wesleyan University	TC	Triton College
JU	Judson College	MC	U of I Chicago, Health Sci. Lib.
KK	Kankakee Community College	CC	U of I Chicago, Univ. Library
LF	Lake Forest College	WE	Western Illinois Univ.

WHAT'S IN LCS?

BOOKS (See languages excluded below)	All which have been cataloged
SERIALS (See languages excluded below)	All which have been cataloged
MICROFICHE	All which have been cataloged
MICROFILMS	All which have been cataloged
AV MATERIALS	All which have been cataloged
DESSERTATIONS	All which have been cataloged
MAPS	All which have been cataloged
MANUSCRIPTS	All which have been cataloged
MUSIC RECORDINGS	All which have been cataloged
PRINTED MUSIC	All which have been cataloged
NEWSPAPERS	NOT INCLUDED
LANGUAGES	
CHINESE	Transliterated
JAPANESE	Transliterated
KOREAN	Transliterated
HEBREW	Transliterated
PERSIAN	Transliterated
ARMENIAN	Transliterated
ROMANCE	All cataloged
CYRILLIC	All cataloged
GREEK	All cataloged
SOUTH ASIAN	All cataloged
AUTHORITY FILES	NONE

5.221-1

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UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN
ONLINE CATALOG
LCS: LIBRARY COMPUTER SYSTEM

IF YOU KNOW:	LCS COMMAND	FOLLOWED BY	COMPLETE EXAMPLE	TO SEND COMMAND	MESSAGE
AUTHOR	AUT/	6 letters (Author's last name) 3 letters (Author's first name)	POLSBY, NELson	AUT/POLSBYNEL	PRESS RETURN KEY
TITLE	TLS/	4 letters (1st word) 5 letters (2nd word)	"PRESidential ELECTions"	TLS/PRESELECT	PRESS RETURN KEY
AUTHOR & TITLE	ATS/	4 letters (Author's last name) 5 letters (1st word of title)	POLSby. "PRESidential elections"	ATS/POLSPRESI	PRESS RETURN KEY
CALL NUMBER OF SPECIFIC ITEM	DSC/	Complete call number (with volume and year if given)	324.73 P76p 1980	DSC/324.73P76p1980	PRESS RETURN KEY
CALL NUMBER OF SPECIFIC ITEM & YOU WANT TO BROWSE THE SHELF POSITION OF THE ITEM	SPS/	Complete call number (with volume and year if given)	324.73 P76p 1980	SPS/324.73P76p1980	PRESS RETURN KEY
LINE SEARCH	DSL/	Line number	3	DSL/3	PRESS RETURN KEY
PAGE 2	PG 2				PRESS RETURN KEY
PAGE 3	PG 3				PRESS RETURN KEY
PAGE 4	PG 4				PRESS RETURN KEY

EXCEPTIONS: (See corresponding examples in chart below)

1. Ignore stop words (See Non-Significant Word list – Do Not Use When Searching).
2. If any part of the author's name or the title is less than the required length, insert blanks (using the space bar) to fill in the missing characters.
3. If there is no significant second word in the title, fill in the five missing characters with blank spaces by using the space bar.
4. Ignore punctuation in the author's name and in the title.
5. Condense hyphenated words.
6. When there is a number in the title, try entering the numeral. If you do not get any matching search codes, try the number spelled out.

NON-SIGNIFICANT WORD LIST – DO NOT USE WHEN SEARCHING

A
ALLA
ALLO
AMERICAN
AN
AND
ANNUAL
BULLETIN
BY
CONFERENCE
CONGRESS
CONGRESS.
DA
DAS
DE
DEL
DELLA
DEM
DEN
DEPARTMENT
DEPT.
DER
DES
DI
DIE
DO
DU
EL
EN
ET
FOR
FROM
FUER
FUR
GREAT BRITAIN
GREAT BRITAIN.
GT. BRIT.
GT.BRIT.
GUIDE
HISTORY
HOUSE
HOUSE.
HOW
I
IL
ILLINOIS
ILLINOIS.
IM
IN
INTERNATIONAL
INTRODUCTION
IZ
JOURNAL
LA
LAS
LE
LES
LOS
NA
NATIONAL
NEW
O
OF
ON
OS
PO
PRO
PROCEEDINGS
REPORT
REPORTS
SENATE
SENATE.
SOBRE
STUDIES
STUDY
SUR
SYMPOSIUM
THE
TO
UBER
UEBER
UM
UN
U. N.
U.N.
UND
UNE
UNITED NATIONS
UNITED NATIONS.
UNITED STATES
UNITED STATES.
UNTER
US
U. S.
U.S.
U
VON
W
WITH
Y
YEAR BOOK
YEARBOOK
ZA
ZU
ZUM
ZUR

EXAMPLES

			AUTHOR/TITLE SEARCH (ATS/)	TITLE SEARCH (TLS/)
1.	Hemingway	For Whom the Bell Tolls	ATS/HEMIWHOMƀ	TLS/WHOMBELLƀ
2.	I Ching	The Book of Change	ATS/CHINBOOKƀ	TLS/BOOKCHANG
3.	Vassilikos	Z	ATS/VASSZƀƀƀƀ	TLS/Zƀƀƀƀƀƀƀƀ
4.	O'Connor	Clout: Mayor Daley and His City	ATS/OCONCLOUT	TLS/CLOUMAYOR
5.	Kaufman	Son-Rise	ATS/KAUFSONR	TLS/SONRƀƀƀƀƀ
6.	a. Orwell	1984	ATS/ORWE1984ƀ	TLS/1984ƀƀƀƀƀ
	b. Wondriska	One, Two, Three... infinity	ATS/WONDONEƀƀ	TLS/ONEƀTWOƀƀ

NOTE: ƀ indicates a blank space made by using the space bar.

GEN.-3 REV. 6/88

5.201-2

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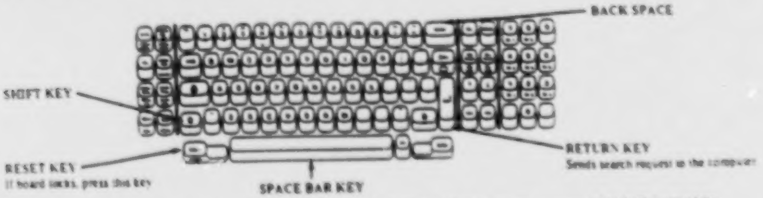
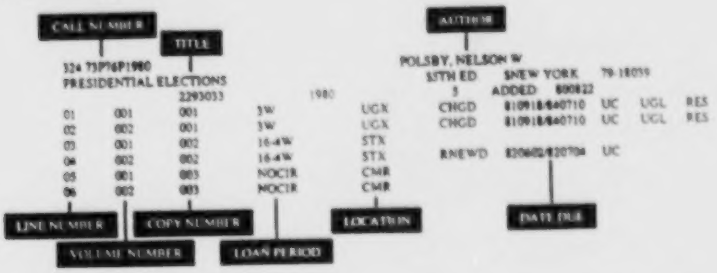
CRT SCREEN

Alpha-numeric keys are used as they would be on a typewriter with two exceptions: lower case "L" and the number (1) may not be interchanged and the letter "o" and the number (0) can not be interchanged.


BACK SPACE
SHIFT KEY
RETURN KEY
Sends search request to the computer
RESET KEY
If board locks, press this key
SPACE BAR KEY

It is not necessary to clear the screen each time a search is entered. Terminals have scrolling capabilities and responses will roll off the top of the screen as more data is received.

SAMPLE SCREEN



```
324 73P76P1980                                   POLSBY, NELSON W
PRESIDENTIAL ELECTIONS                             5STH ED    $NEW YORK    79-18039
                    2293033                          5      ADDED   800822
                                   1980
01      001      001      3W            UGX        CHGD    810918/840710   UC    UGL    RES
02      002      001      3W            UGX        CHGD    810918/840710   UC    UGL    RES
03      001      002      16-4W         STX
04      002      002      16-4W         STX        RNEWD   820602/820704   UC
05      001      003      NOCIR         CMR
06      002      003      NOCIR         CMR
```

LOCATION CODES

EXAMPLE:

UGX UG = Undergraduate Library (Library Department)
X = Open Shelves (Special location within a department)

LIBRARY DEPARTMENT CODES

AC_	Acquisitions Statement
AF_	Africana Reading Room
AG_	Agriculture
AH_	University Archives
AL_	Applied Life Studies
AR_	Architecture
AS_	Asian
BI_	Biology
CAT	Catalog Department
CDX	Collection Development
CH_	Chemistry
CL_	Classics
CM_	Communications
CP_	City Planning
CR_	Commerce
DC_	Computer Science
DOC	Documents
ED_	Education
EG_	English
EN_	Engineering
GE_	Geology
GS_	Geological Survey
HE_	Home Economics
HI_	History
HS_	Health Science
IH_	Illinois Historical Survey
IR_	Institute of Labor
IU_	Union Browsing Room
IW_	Illinois Water Survey
LA_	Law
LS_	Library Science
MA_	Map & Geography
MD_	Modern Languages
MT_	Mathematics
MU_	Music
NE_	Newspaper
NH_	Natural History Survey
PH_	Physics
PY_	Psychology
RB_	Rare Book Room
RE_	Reference
SER	Serial Publication – not a location
SP_	Slavic & East European
ST_	Stacks
UG_	Undergraduate Library
UH_	University High School
VE_	Veterinary Medicine
WDN	Withdrawn
WST	Women's Studies

SPECIAL LOCATION CODES WITHIN A DEPARTMENT

A - Audio
B - Browsing
C - Closed Stacks
D - 1 North (Stacks)
E - 3 North (Stacks)
G - Gazetteer
J - Index Tables
K - S-collection
L - S-collection (History 'L' = Lincoln Room)
M - 124 Mezzanine
P - Periodicals
Q - Special Collections
R - Reference
S - Storage
T - Thesis
V - Vault
W - Remote Storage
X - Open Shelves
1 - 1 South (Stacks)
2 - 2 South (Stacks)
3 - 3 South (Stacks)
4 - 4 South (Stacks)

LCS BRIEF GUIDE

BOOKS

Information Included
- Sample Screen
- Location Codes Chart
- Search Commands
- Words and Phrases to be Ignored
- CRT Keyboard

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5.222-1

SEARCH COMMANDS

IF YOU KNOW:	LCS COMMAND	FOLLOWED BY		EXAMPLE	COMPLETE COMMAND	TO SEND MESSAGE
AUTHOR	AUT/	6 letters (Author's last name)	3 letters (Author's first name)	POLSBY, NELson	AUT/POLSBYNEL	PRESS RETURN KEY
TITLE	TLS/	4 letters (1st word)	5 letters (2nd word)	"PRESidential ELECTions"	TLS/PRESELECT	PRESS RETURN KEY
AUTHOR & TITLE	ATS/	4 letters (Author's last name)	5 letters (1st word of title)	POLSby, "PRESIdential elections"	ATS/POLSPRESI	PRESS RETURN KEY
CALL NUMBER OF SPECIFIC ITEM	DSC/	Complete call number (with volume and year if given)		324.73 P76p 1980	DSC/324.73P76p1980	PRESS RETURN KEY
CALL NUMBER OF SPECIFIC ITEM AND YOU WANT TO BROWSE THE SHELF POSITION OF THE ITEM	SPS/	Complete call number (with volume and year if given)		324.73 P76p 1980	SPS/324.73P76p1980	PRESS RETURN KEY

If you get more than one match on an author, title, or author title search, do a detailed search by line number, entering the line of information you want to see (Example: DSL/1)

EXCEPTIONS: (See corresponding examples in chart below)

1. Ignore stop words (see WORDS AND PHRASES TO BE IGNORED)
2. If any part of the author's name or the title is less than the required length, insert blanks (using the space bar) to fill the missing characters
3. If there is no significant second word in the title, fill in the five missing characters with blank spaces (using the space bar)
4. Ignore punctuation in the author's name and in the title
5. Condense hyphenated words
6. When there is a number in the title, try entering the number first. If you get no matching search codes, try the number spelled out

EXAMPLES:		AUTHOR/TITLE SEARCH (ATS/)	TITLE SEARCH (TLS/)
1 Hemingway	For Whom the Bell Tolls	ATS/HEMIWHOM▮	TLS/WHOMBELL▮
2 I Ching	The Book of Change	ATS/CHINBOOK▮	TLS/BOOKCHANG
3 Vassilikos	Z	ATS/VASSZ▮▮▮▮	TLS/Z▮▮▮▮▮▮▮▮
4 O'Connor	Clout: Mayor Daley and His City	ATS/OCONCLOUT	TLS/CLOUMAYOR
5 Kaufman	Son Rise	ATS/KAUFSONR	TLS/SONR▮▮▮▮▮
6 a Orwell	1984	ATS/ORWE1984▮	TLS/1984▮▮▮▮▮
b Wondriska	One, Two, Three ... infinity	ATS/WONDONE▮▮	TLS/ONE▮TWO▮▮

NOTE: ▮ indicates a blank space made by using the space bar

STOPWORDS:
WORDS AND PHRASES TO BE IGNORED

STOPLIST

a
alla
allo
American
an
and
annual
bulletin
by
conference
Congress
Congress
da
das
de
del
della
dem
den
department
dept
der
des
di
die
do
du
el
en
et
for
from
fuer
fur
Great Britain
Great Britain
Gt. Brit
Gt Brit
guide
history
House
House
how
I
Illinois
Illinois
im
in
international
introduction
it
journal
la
las
le
les
los
na
national
new
o
of
on
os
po
pro
proceedings
report
reports
Senate
Senate
sobre
studies
study
sur
symposium
the
to
uber
ueber
um
UN
U N
U.N.
und
une
United Nations
United Nations
United States
United States
unter
US
U S
U.S.
v
Von
w
with
y
year book
yearbook
za
zu
zum
zur

5.2C2-2

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SEARCHING MAGAZINES (SERIALS)

SAMPLE INDEX CITATION
Why politics needs scientists   H. Pryor
Science Digest 58:34-6 S'65

↓

Step 1

DO A TITLE SEARCH

↓

Do a **Title Search (TLS/)** using the Serial Qualifier (SER) to limit the search to serial titles ONLY.

↓

TLS/SCIEDIGES/SER

Step 2

COPY CALL NUMBER

↓

Copy **Call Number** from the upper left corner of the screen display (ignore all other information)

↓

505SCID Science Digest

Step 3

DO DETAILED SEARCH BY CALL NUMBER

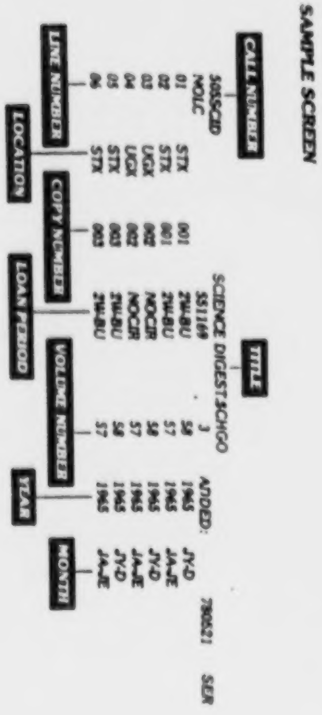
↓

Do a **Detailed Search by Call Number** (DSC/) limiting the search to a SPECIFIC YEAR, a SPECIFIC VOLUME, or to CURRENT ISSUES only by using one of the three LCS Serial Options

↓

DSC/505SCID, Y = 1965 (year)
DSC/505SCID, B = 72 (volume)
DSC/505SCID, B = 99999

SAMPLE SCREEN



```
505SCID   SCIENCE DIGEST.SCHGO  3   ADDED:       780621   SER
NOLC                SS1169      58  1965  JY-D
01  STX  001        2W-BU       58  1965  JY-D
02  STX  001        2W-BU       57  1965  JA-JE
03  UGX  002        NOCIR       58  1965  JY-D
04  UGX  002        NOCIR       57  1965  JA-JE
05  STX  003        2W-BU       58  1965  JY-D
06  STX  003        2W-BU       57  1965  JA-JE
```

LCS BRIEF GUIDE

SERIALS

Information Included
- *Search Process Diagram*
- *Serials Process Chart*
- *Serial Options*
- *Terms to Know*
- *Sample Screen*

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5.2C3-1

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PROCESS	COMMAND	SCREEN DISPLAY	INFORMATION DISPLAYED
TITLE SEARCH Do a TITLE SEARCH using the Serial Qualifier (/SER): TLS/4 letters 5 Letters* 1st Word 2nd Word	TLS/SCIEDIGES/SER PRESS RETURN KEY	PAGE 1 3 MATCHES 0 SKIPPED (ALL DISPLAYED IN 1) 01 SCIENCE DIGEST$ CHICAGO, ILL 02 SCIENCE DIGEST$ NEW YORK, ETC 03 SCIENCE DIGEST $CHGO	All titles in the Library System matching the nine character search code
DETAILED SEARCH BY LINE NUMBER If there is more than one match, find the line of information that you want to see displayed. Do a DETAILED SEARCH BY LINE NUMBER (DSL/line number)	DSL/3 PRESS RETURN KEY	505SCID SCIENCE DIGEST $CHGO 3 ADDED 780521 SER NOLC 551169 01 STX 001 2W BUS 1-26 1937-1949 02 UGX 001 3W 88 1-4 1980 JY-O 03 STX 001 2W BUB 77-78 1975 04 STX 001 2W BU 76 1974 JY D 05 STX 001 2W BU 75 1974 JA JE 06 STX 001 2W BU 74 1973 JY D 07 STX 001 2W BU 73 1973 JA JE 08 STX 001 2W BU 72 1972 JY D	Entire holdings (v 1 to date) beginning with the most current issues of copy number one. **Copy call number only.** You do not want to "page" through the entire holdings to find a specific year or volume. This is too cumbersome
DETAILED SEARCH BY CALL NUMBER Do a DETAILED SEARCH BY CALL NUMBER (DSC/) using one of the Serial Options to limit the search to a specific year, volume, or to current issues only	DSC/505SCID Y = 1965 PRESS RETURN KEY	505SCID SCIENCE DIGEST $CHGO 3 ADDED 780521 SER NOLC 551169 01 STX 001 2W BU 58 1965 JY D 02 STX 001 2W BU 57 1965 JA JE 03 UGX 002 NOCIR 58 1965 JY D 04 UGX 002 NOCIR 57 1965 JA JE 05 STX 003 2W BU 58 1965 JY D 06 STX 003 2W BU 57 1965 JA JE PAGE 1 END	Holdings for a specific year (volume or current issues only). Notice the difference between this screen display and the display above

*Be careful not to use stop words. See LCS Brief Guide — Books for list

SERIAL OPTIONS

IF YOU HAVE	AND ARE SEARCHING FOR	SERIAL OPTION	COMMAND SHOULD LOOK LIKE	TO SEND COMMAND	INFORMATION DISPLAYED
Call number (505SCID)	Year (1965)	Y=(Year)	DSC/505SCID. Y=1965	PRESS RETURN KEY	Circulation and location information for all copies of 1965 issues ONLY
Call number (505SCID)	Volume (v. 72)	B=(Volume)	DSC/505SCID. B=72	PRESS RETURN KEY	Circulation and location information for all copies of volume number 72 ONLY
Call number (505SCID)	Current Issues	B=99999 (five nines)	DSC/505SCID B=99999	PRESS RETURN KEY	Circulation and location information for all copies of current or unbound issues ONLY

5.2.6.3-2

TERMS TO KNOW

SERIAL	A term used to refer to a continuous publication. Serials include such items as magazines, newspapers, proceedings of conferences, and certain numbered series of books
PERIODICAL	A special form of serial which is issued three or more times a year (i.e. magazines, etc.)
HOLDINGS	A descriptive term that identifies each separate piece of a serial (year, month, number, part, new series (n.s.), and volume)
CURRENT ISSUES	Current issues are the most current UNBOUND ISSUES of a serial that have been received by the library

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AHV Archives

Rev: 9/79

LCS LOCATION SYMBOLS AND STOPWORDS

LIBRARY CODE	LIBRARY	LIBRARY CODE	LIBRARY
ACM	Acquisitions 224 Mezzanine		
AG_	Agriculture	IU_	Union Browsing Room
AL_	Applied Life Studies	LA_	Law
AR_	Architecture	LS_	Library Science
AS_	Asian	MA_	Map & Geography
BI_	Biology	MD_	Modern Languages
CH_	Chemistry	MT_	Mathematics
CL_	Classics	MU_	Music
CM_	Communications	NE_	Newspaper
CP_	City Planning	NH_	Natural History Survey
CR_	Commerce	OB_	Observatory
ED_	Education	PH_	Physics
EG_	English	RB_	Rare Book Room
EN_	Engineering	RM_	Remote Storage
GE_	Geology	RE_	Reference
GS_	Geological Survey	SP_	Slavic and East European
HE_	Home Economics		
HI_	History	ST__	Stacks
HS_	Health Science	UG_	Undergraduate Library
IH_	Illinois Historical Survey	UH_	University High School
IR_	Institute of Labor	VE_	Veterinary Medicine
CDX	Coll. Dev.	WDN_	Withdrawn

3RD LETTER WHICH CAN APPEAR IN LIBRARY CODE

A - Audio
B - Browsing
C - Closed Stacks
D - 1 North (Stacks)
E - 3 North (Stacks)
G - Gazetteer
J - Index Tables
K - S-collection
L - S-collection (History'L' = Lincoln Room)
M - 124 Mezzanine
Q - Special Collections

R - Reference
S - Storage
T - Thesis
V - Vault
W - Remote Storage
X - Open Shelves
1 - 1 South (Stacks)
2 - 2 South (Stacks)
3 - 3 South (Stacks)
4 - 4 South (Stacks)

LIST OF WORDS AND PHRASES TO BE IGNORED IN DOING A SEARCH

English

a
an
and
annual
bulletin
conference
department
dept.
for
from
guide

how
in
international
introduction
journal
national
new
of
on
proceedings
report

reports
study
studies
symposium
the
to
U.S.
U. S.
United States
with
yearbook

Foreign

a
al-
alla
allo
da
das
de
del
della
dem
den
der
des
di

die
do
du
el
en
et
fuer
fur
ha-
i
il
im
in
is

la
las
le
les
los
na
o
os
po
pro
sobre
sur
uber
ueber

um
un
und
une
unter
v
von
w
we
y
za
zu
zum
zur

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5.2C4-1

ONLINE CATALOGUE NEWSLETTER

Number 2

LCS OR FBR: WHICH ONE WILL I SEARCH?

On public terminals with the user friendly interface the two systems will appear as one. It is only in the command mode that you need to know which system to search. The Online Catalogue has two separate, but closely related components called LCS and FBR. LCS is a short record circulation system and known-item searching tool which contains locations, circulation status or holdings for every book and serial publication ever catalogued at the Urbana Campus. Using LCS you can search for and circulate items from twenty-one other institutions throughout Illinois. FBR is our Full Bibliographic Record system and contains records for most books catalogued since 1975 and most serial publications catalogued since 1977. Figure 1 on the next page is reprinted from the first Newsletter and details what is contained in each component of the Online Catalogue.

As you can see from Figure 1, more types of materials and languages will be included in LCS than FBR. Maps, manuscripts, music recordings, printed music, and any materials in Chinese, Japanese, Korean, Hebrew, Persian, and Armenian will at first not be included in FBR. Work is underway to implement formats so that maps, manuscripts, and the music items can be included in FBR. Remember, these materials are included in both LCS and the card catalogues and we will continue to produce catalog cards for these items until they can be accommodated in FBR.

The type of material you are searching for or the amount of information you bring to a search will determine which component of the Online Catalogue you should use. If you are looking for a map, manuscript, printed music, music recording or any of the excluded languages from Figure 1, you need not search FBR at all. You should also be aware that magazine, periodical, and newspaper articles are not retrievable through the Online Catalogue. However, the question remains: In which part of the Online Catalogue, LCS or FBR, should I begin my search for a book or serial publication. The answer to this question is on Page three.

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5.2D1-1

FIGURE 1

WHAT'S IN THE ONLINE CATALOGUE

	LCS	FBR
BOOKS (see languages excluded below)	All which have been catalogued	All catalogued since 1975
SERIALS (see languages excluded below)	All which have been catalogued	All catalogued since 1977
MICROFICHE	All which have been catalogued	Books catalogued since 1975 Serials catalogued since 1977
MICROFILMS	All which have been catalogued	Books catalogued since 1975 Serials catalogued since 1977
AV MATERIALS	All which have been catalogued	All catalogued since 1979
DISSERTATIONS	All which have been catalogued	All catalogued since 1975
MAPS	All which have been catalogued	NOT INCLUDED
MANUSCRIPTS	All which have been catalogued	NOT INCLUDED
MUSIC RECORDINGS	All which have been catalogued	~~NOT~~ INCLUDED
PRINTED MUSIC	All which have been catalogued	~~NOT~~ INCLUDED
LANGUAGES		
CHINESE	Transliterated	NOT INCLUDED
JAPANESE	Transliterated	NOT INCLUDED
KOREAN	Transliterated	NOT INCLUDED
HEBREW	Transliterated	NOT INCLUDED
PERSIAN	Transliterated	NOT INCLUDED
ARMENIAN	Transliterated	NOT INCLUDED
ROMANCE	All catalogued	All catalogued since 1975
CYRILLIC	All catalogued	All catalogued since 1979
GREEK	All catalogued	All catalogued since 1979
SOUTH ASIAN	All catalogued	All catalogued since 1979
AUTHORITY FILES	NONE	9th edition of LC Subject Headings & LC Name Authority

5.2 D1-2

ALWAYS SEARCH LCS FIRST IF YOU ARE LOOKING FOR:

1. A KNOWN AUTHOR AND TITLE OF A BOOK (COMMAND: ATS/)
2. A KNOWN TITLE OF A BOOK OR SERIAL PUBLICATION COMMAND: TLS/)
3. A KNOWN AUTHOR OF A BOOK (COMMAND: AUT/)
4. A SPECIFIC CALL NUMBER FOR A BOOK OR SERIAL PUBLICATION (COMMAND: DSC/)
5. A GENERAL CALL NUMBER RANGE FOR BOOKS OR SERIAL PUBLICATIONS (COMMAND: SPS/)
6. HOLDINGS, LOCATIONS, OR CIRCULATION STATUS FOR A BOOK OR SERIAL PUBLICATION
7. MATERIALS OR LANGUAGES EXCLUDED FROM FBR (SEE FIGURE 1)
8. BOOKS OR SERIAL PUBLICATIONS AT OTHER LCS MEMBER INSTITUTIONS

SEARCH FBR IF:

1. YOU DO NOT FIND WHAT YOU WANT IN LCS
2. YOU WANT MATERIALS ON A SPECIFIC SUBJECT (COMMAND: F S)
3. YOU WANT TO SEARCH KEYWORDS IN A TITLE OR CORPORATE AUTHOR (COMMANDS: F T AND F KAC)
4. YOU NEED BIBLIOGRAPHIC INFORMATION (E.G., PUBLISHER)
5. YOU ARE LOOKING FOR A SERIES (REMEMBER, NOT ALL SERIES ARE TRACED AND THEREFORE IN FBR) (COMMAND: F SET)
6. YOU GET TOO MANY MATCHES IN AN LCS SEARCH

CONSULT A CARD CATALOG IF:

YOU HAVE BEEN UNSUCCESSFUL USING THE ONLINE CATALOGUE

5.2D1-3

X	Applied Life Studies
ARX	Architecture
ASX	Asian
BEX	Beckman Institute
BIX	Biology
CAT	Catalog Department
CDX	Collection Development
CHX	Chemistry
CLX	Classics
CMX	Communications
CPX	City Planning & Landscape Architecture
CRX	Commerce
DCX	Computer Science
DOC	Documents
EDX	Education
EGX	English
ENX	Engineering
GEX	Geology
GSX	Geological Survey
HEX	Home Economics
HIX	History & Philosophy
HSX	Health Science
IHX	IL Historical Survey

LSX	Library & Info. Science
MAX	Map & Geography
MDX	Modern Languages
MTX	Mathematics
MUX	Music
NEX	Newspaper
NHX	Natural History Survey
PHX	Physics/Astronomy
PYX	Psychology
RBX	Rare Book Room & Special Collections
REX	Reference
SER	Serial Publications --not a location; see specific volume.
SPX	Slavic & E. European
STX	Stacks
UGX	Undergraduate
UHX	University High School
UNAS	holdings line--see specific vol. or year
VEX	Veterinary Medicine
WDN	Withdrawn
WST	Women's Studies

CL	Columbia College
CN	Concordia University
DP	DePaul University
EA	Eastern IL University
EL	Elmhurst College
GS	Govenors State Univ.
IB	IL Benedictine College
IT	IL Institute of Technology
IM	IL Math & Sci. Academy
SL	Illinois State Library
IS	IL State University
IW	Illinois Wesleyan
JO	Joliet Junior College
JU	Judson College
KK	Kankakee Comm. Coll.
LF	Lake Forest College

NI	Northern IL University
OA	Oakton Comm. College
RU	Roosevelt University
RO	Rosary College
SX	St. Xavier College
SS	Sangamon State Univ.
SA	Schl. of the Art Institute
SC	SIU-Carbondale
SE	SIU-Edwardsville
SM	SIU Schl. of Medicine
TC	Triton College
CC	U. of IL-Chicago
MC	U. of IL-Health Sci.Lib.s
UC	U. of IL-Urbana-Champaign
WE	Western IL University

Third Letter Appearing in Location Code

A	Audio	K	S-Collection	V	Vault
B	Browsing	L	Lincoln Room	W	RemoteStorage
C	Closed Stacks	M	124 Mezzanine	X	Open Shelves
D	1 North (Stacks)	Q	Special Collections	1	1 South (Stacks)
E	3 North (Stacks)	R	Reference	2	2 South (Stacks)
G	Gazetteer	S	Storage	3	3 South (Stacks)
J	Index Tables	T	Thesis	4	4 South (Stacks)

FBR. Full Bibliographic Records

(Incomplete for pre-1975 materials. See card catalog for full records for earlier materials.)

Find Command: F

F T	Title keywords
A	Author names
KAC	Author-corp. name keywords
F S	subject headings
F SET	Series title
F I	ISBN (Books)
F ISS	ISSN (Serials)
F RID	OCLC number

Select Command: S

Anytime the search retrieves fewer than 10 records, these will be displayed on the screen. To view one of these items, type S and the record number.

If more than 10 items are retrieved, a summary display will appear.

Use the S command to view these: e.g.,

S 1-10; S 11-20; S 3, 7, 15

Link Command: L

Since FBR does not give call numbers and locations, you must link to the LCS record by using L and the record number: e.g.,

L 1-10; L 11-20; L 4,7,8.

To check the records of other LCS libraries, add $ and the two-letter LCS code (listed above):

e.g. L 1, 5 $CC

The link command works only with LCS libraries.

Headings Command: HD

When a subject heading is hard to find, use a title keyword search with the HD command:

e.g., F T Star wars defense

(This finds books with these words in the title.)

HD 8 (This lists subject headings for item number eight.)

F 7 (This finds books that are also filed under subject heading 7 in the list.)

Truncation: #

Use the # to cut off words or names.

This will retrieve any items that begin as you have indicated. Truncating personal names often improves retrieval: e.g.,

F A Lawrence, D#

It is also helpful if you're not sure how to spell a title keyword.

Boolean operators

Combine searches using

and: .and. or .a.

or: .or. or .o.

not: .not. or .n.

F S cats .a. S dogs

Scoping Command: $

A Find search will automatically search UIUC library holdings unless you "scope" another library or group of libraries. To do this, add a space, $, and the symbol for the library or libraries you wish to search: e.g.,

F T Distant Mirror $ ALL.

!!Note that UIUC Health Sciences Library materials can be found by using $MC.

This retrieves records for the materials in the health sciences libraries in Chicago (CSX), Peoria (PSX), Rockford (RSX), and Urbana (USX). Symbols for LCS libraries are given above; those for other library systems, below.

Holdings Command: H

To see which libraries in the FBR system own an item, find the full record, then press H, space, the record number and $ ALL: e.g.,

H 1 $ALL. This will retrieve a list of the libraries that own this item with the codes for LCS libraries in parentheses. Items from LCS libraries can be checked out, renewed and saved by using LCS commands.

To do this, return to the full record by typing RE (You may need to do this twice.) and link to the circulation record of an LCS library.

Scoping symbols

ALL	All libraries in the FBR network
LCS	All libraries in the LCS network
RRC	Research & Reference Centers (CPL,ISL,SC,UC as a group)
BOLS	Bur Oak Library System
CRL	Center for Research Libraries
CLS	Chicago Library System
CPL	Chicago Public Library
CBLS	Corn Belt Library System
CTLS	Cumberland Trail Library System
DLS	DuPage Library System
GRLS	Great River Library System
SL	Illinois State Library
IVLS	Illinois Valley Library System
KLS	Kaskaskia Library System
LCLS	Lewis & Clark Library System
LTLS	Lincoln Trails Library System
NSLS	North Suburban Library System
NILS	Northern Illinois Library System
NW	Northwestern University
RBLS	River Bend Library System
RPLS	Rolling Prairie Library System
SHLS	Shawnee Library System
SRLS	Starved Rock Library System
SLS	Suburban Library System
UOC	University of Chicago
WLS	Western Library System

*LTLS includes the Urbana and Champaign public libraries.

Term Command: T

With the T command you can search the authority file for the correct forms of subject headings and names (It is adviseable to truncate.)

T A	Author
T AP	Author-personal name
T KAC	Author-corp.name-keyword
T S	Subject
T SP	Subject-personal name
T SC	Subject-corporate name
T KSC	Subj-corp.name-keywords
T STU	Subject-uniform title
T SG	Subject-geographical
T ST	Subject-topical
T SE	Series
T SEP	Series-personal name
T SEC	Series-corporate name
T KSEC	Series-corporate name keyword
T SET	Series-title-keyword

Browse command: B

The B command is used following a term search to arrange the headings in alphabetical order. Type B and the number of a heading to see the headings in order beginning with the one you choose. Type B again to see the next 10 headings. Browse directly using the following commands:

B AP	personal author
B SP	personal author as subject
B AC	corporate author
B SC	corporate author as subject
B ATU	uniform title
B STU	uniform title as subject
B SET	series title
B ST	topical subject
B SG	geographical subject

Browsing is useful for retrieving very general subject headings.

Authority file symbols:

+	see also
*	invalid heading
a	AACR2 form
A	National Agriculture Library subject heading
C	Library of Congress childrens subject heading
E	National Library of Canada English heading
F	National Library of Canada French heading
M	National Library of Medicine subject heading

For further assistance please consult the Information Desk (333-2290)

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LCS: Library Circulation System

(Author-title records for all holdings of LCS network libraries.)

Author-Title **ATS/4+5**
Dickens, Oliver Twist=
ATS/DICKOLIVE

Serial searches
add **/SER** to end of ATS, TLS, or **AUT searches**

Title **TLS/4+5**
Oliver Twist=
TLS/OLIVTWIST

Serial volume:
DSL/line no.,**B**=vol.no
DSC/call no.,**B**=vol.no

Author **AUT/6+3**
Dickens,Charles=
AUT/DICKENCHA

Serial year:
DSL/line no.,**Y**=year
DSC/call no.,**Y**=year

Call number **DSC**/call no.
Shelf position **SPS**/call no.
Line search **DSL**/line no.

Pages
Page 2 **PG2**
Page 3 **PG3**
Page 4 **PG4**

Serial pages
Page 2 PD2
Page 3 PD3
Page 4
DSL/line no.,**Skip**=no.
DSC/call no.,**Skip**=no.

Charge **CGL/line** no.//ID no.
Renew **RNL/line no.//ID** no.
Save **SVL/line** no.//ID no.
other LCS **libraries**:
CGL/line no.//ID no.,**MAIL**

STOP WORDS: OMIT WHEN SEARCHING

A
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ALLO
AMERICAN
AN
AND
ANNUAL
AT
BULLETIN
BY
CONFERENCE
CONGRESS
CONGRESS.
DA
DAS
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DELLA
DEM
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DEPARTMENT
DEPT.
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FUER
FUR
GREAT BRITAIN
GREAT BRITAIN.
GT. BRIT.
GT.BRIT.
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HISTORY
HOUSE
HOUSE.
HOW
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ILLINOIS
ILLINOIS.
IM
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INTERNATIONAL
INTRODUCTION
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PROCEEDINGS
REPORT
REPORTS
SENATE
SENATE.
SOBRE
STUDIES
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SYMPOSIUM
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UEBER
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U. N.
U.N.
UND
UNE
UNITED NATIONS
UNITED NATIONS.
UNITED STATES
UNITED STATES.
UNTER
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Online Catalog Searching Guide #1

GENERAL INFORMATION

The University of Illinois Library at Urbana-Champaign

The University of Illinois Library at Urbana-Champaign provides access to its holdings through an online catalog. Using a computer terminal, library users can search for materials in a variety of ways, for example, by author, title or subject. The University Library's online catalog is part of Illinet Online, a statewide system which provides bibliographic information and holdings records for over 700 libraries in Illinois and additional access to the circulation records of over three dozen libraries.

The Online Catalog

The online catalog actually consists of two separate but closely linked systems: the Library Circulation System (LCS) and the Full Bibliographic Record (FBR) system. LCS contains brief records for nearly every item cataloged at the Urbana-Champaign campus. LCS records consist of the author, title, place and date of publication, call number, library location and circulation status of an item. FBR, the bibliographic record component of the online catalog, contains the same information as that found on a catalog card, except for the call number, which can be found by linking to the LCS record. The complete records for most items cataloged since 1975 can be found in FBR. FBR also includes the Authority File, which contains the name authority records for all authors and series, and the Subject File containing *Library of Congress Subject Headings*, as well as and all of the subject headings created at the University of Illinois. All names are formatted according to *Anglo-American Cataloging Rules, 2nd ed.*

Subject Searching and the Card Catalog

Because the online catalog does not contain the full bibliographic information for materials cataloged before 1975, the University Library retains its card catalog. The card catalog is located on the second floor of the University Library. If you are researching pre-1975 topics, you will need to consult the card catalog to be assured of locating all applicable materials. The card catalog can also be used to verify the full bibliographic record of pre-1975 materials (which are accessible through LCS by author, title and call number only) or the specific holdings of periodicals cataloged before 1977. The current location of items listed in the card catalog can be found by searching for the call number or the title in LCS. It is important to note that the card catalog has not been updated since 1975, and thus it is necessary to use the online catalog to locate materials cataloged since 1975 by subject.

Borrowing Materials from Other Libraries

Illinet Online provides access to the bibliographic records of over 700 libraries in Illinios. In addition, it provides access to the circulation records of over forty libraries (often referred to as LCS libraries). Using LCS you can request that materials be sent to you at UIUC. Instructions for remote borrowing can be found in the Online Catalog Searching Guide #9: *Scoping: Searching Other Libraries in Illinois.* Some materials will not be available through Illinet Online. To receive items at non-LCS schools, items not listed in Illinet Online and journal articles (most libraries will not circulate journals), you may go to Interlibrary Loan (104 Library). Interlibrary Loan will have materials sent to you (including photocopies of journal articles) free of charge.

Using the Online Catalog

The online catalog can be used through a menu-driven system (commonly called an interface) or through Command Mode, which allows the user to interact directly and more rapidly with the online catalog. The online catalog can be accessed at numerous terminals in campus libraries, through the campus network or by dialing in from a remote computer. If you wish to connect to the online catalog from your office or home, consult the information sheet: *Remote Access to Illinet Online and IO+*.

Numbers to Remember

Main Library Information Desk:	217-333-2290
Library Telephone Center:	217-333-8400
Online Catalog Dial-up Access:	217-333-2494 217-333-8269

Online Catalog Searching Guides

General Information (#1): for general information about Illinet Online, the University of Illinois' online catalog

Title Searching (#2): to search for a book or monograph by title

Personal Author Searching (#3): to search by author (an individual responsible for writing an item)

Corporate Author Searching (#4): to search by corporate author (a company, organization or government agency responsible for writing an item)

Subject Searching (#5): to search for materials on a particular subject

Periodical Title Searching (#6): to search for journals, magazines and other serial publications by title

Series Title Searching (#7): to search for all titles published as part of a series

Boolean Searching: Using And, Not and Or to Refine Searches (#8): to do an author/title or other combined search

Scoping: Searching Other Libraries in Illinois (#9): to search the collections of other libraries around the state

LCS Commands: Accessing Circulation Records Directly (#10): to directly search for circulation and location information by author, title or call number

Medical Items: Searching the Health Sciences Library (#11): to search for items that may be in the Health Sciences Library

Online Catalog Searching Guide #2

TITLE SEARCHING

The University of Illinois Library at Urbana-Champaign

A title search will allow you to find a book or other monograph by title. For information on locating journals or other serials, please consult the Online Catalog Searching Guide #6: *Periodical Title Searching*. The online catalog allows you to search by the exact title or by keywords in the title.

If you know the exact title, type the command **F XT** followed by the title (omit initial articles):

F XT USING THE RIGHT BRAIN IN LANGUAGE ARTS

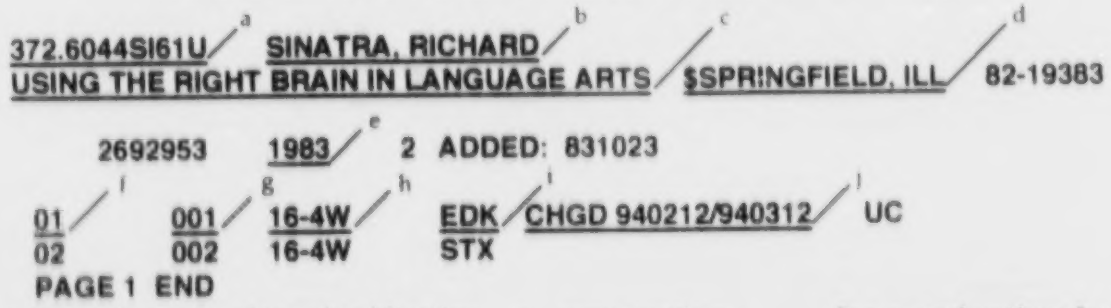
If you are unsure of the exact wording of a title, type the command **F T** followed by keywords (in any order) from the title:

F T LANGUAGE ARTS BRAIN

RESULTS

NO/TOO MANY ITEMS	1 ITEM	2-10 ITEMS	OVER 10 ITEMS
If a search does not retrieve any items or retrieves an excessive number of items, please see the reverse of this page for other search options or consult a library staff member for assistance.	If a search retrieves only one item, the online catalog will show the full bibliographic record; to see circulation and location information type **L 1**.	If a search retrieves 2-10 items, the online catalog will show a list of brief records; to see the full bibliographic record for an item type **S #** (e.g. **S 4**); to see circulation and location information for an item type **L #** (e.g. **L 2**).	If a search retrieves more than 10 items, the online catalog will indicate the total number of items found; to scan the brief records for multiple items type **S #-#** (e.g. **S 1-8**), up to ten at a time; to see the full bibliographic record for an item type **S #** (e.g. **S 4**); to see circulation and location information for an item type **L #** (e.g. **L 2**).

CIRCULATION AND LOCATION INFORMATION



```
372.6044SI61U   SINATRA, RICHARD
USING THE RIGHT BRAIN IN LANGUAGE ARTS  $SPRINGFIELD, ILL   82-19383

        2692953     1983    2  ADDED:  831023

 01         001   16-4W       EDK   CHGD 940212/940312    UC
 02         002   16-4W       STX
 PAGE 1  END
```

a	call number	d	place of publication	g	copy number
b	author	e	date of publication	h	loan period
c	title	f	line number	i	library location
				j	circulation status

For an explanation of specific codes, see the trifold "cheat sheet" or a library staff member.

GEN --33 REV 8/94

5.2D3-2

If the **F XT** or **F T** commands do not find your title you may browse title records with the **B XT** command. The BROWSE command automatically searches statewide.

B XT SEARCHING

Type **B** to move forward through the titles or **BB** to move backward. You may also start your search by browsing backwards with the **BB XT** command.

BB XT SEARCHING

Use **S #** to view the full bibliographic record for an item (e.g. **S 4**). Because the BROWSE command automatically searches statewide, you will need to find out what libraries own an item by typing **H #** (e.g. **H 4**). If the item is owned by the University of Illinois Library at Urbana-Champaign, you can see the circulation and location information by typing **RE**, pressing ENTER, then typing **L # $UC** (e.g. **L 4 $UC**). For more information on searching statewide, please consult the Online Catalog Searching Guide #9: *Scoping: Searching Other Libraries in Illinois* or a library staff member.

OTHER SEARCH GUIDES

If a Title Search yields too many records (or none at all), you may want to consult one of the following searching guides to learn about other search options.

General Information (#1): for general information about Illinet Online, the University of Illinois' online catalog

Periodical Title Searching (#6): to search for journals, magazines and other serial publications by title

Series Title Searching (#7): to search for all titles published as part of a series

Boolean Searching: Using And, Not and Or toRefine Searches (#8): to do an author/title or other combined search

Scoping: Searching Other Libraries in Illinois (#9): to search the collections of other libraries around the state

LCS Commands: Accessing Circulation Records Directly (#10): to directly search for circulation and location information by author, title or call number

Medical Items: Searching the Health Sciences Library (#11): to search for items that may be in the Health Sciences Library

If you have other questions about Title Searching or the online catalog, or if you do not locate the item that you need, please consult a library staff member or call the Library Information Desk (217-333-2290).

Online Catalog Searching Guide #3

PERSONAL AUTHOR SEARCHING

The University of Illinois Library at Urbana-Champaign

There are two types of author entries in the online catalog--personal and corporate. A personal author is an individual responsible for writing or editing an item. A corporate author is any company, organization or government agency acting as an author. For more information on searching by corporate author, please consult the Online Catalog Searching Guide #4: *Corporate Author Searching*.

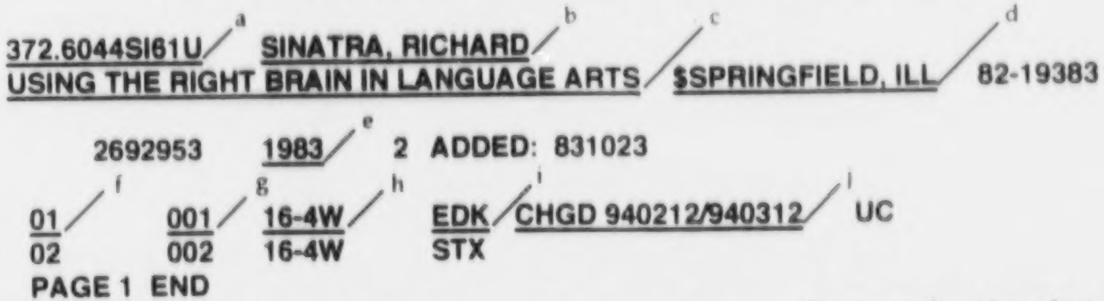
To find a personal author, type the command **F A** followed by the author's name (last, first). You may also use truncation, if you are unsure of an author's full name. To truncate use # after the initial letter(s) of the name (you may truncate after the first three letters of the last name or at any point in the first or middle names).

F A GRIGGS, GARY G	searches for Griggs, Gary G.
F A GRIGGS, G#	searches for Griggs, Gary G; Griggs, George; etc.

RESULTS

NO/TOO MANY ITEMS	1 ITEM	2-10 ITEMS	OVER 10 ITEMS
If a search does not retrieve any items or retrieves an excessive number of items, please see the reverse of this page for other search options or consult a library staff member for assistance.	If a search retrieves only one item, the online catalog will show the full bibliographic record; to see circulation and location information type **L 1**.	If a search retrieves 2-10 items, the online catalog will show a list of brief records; to see the full bibliographic record for an item type **S #** (e.g. **S 4**); to see circulation and location information for an item type **L #** (e.g. **L 2**).	If a search retrieves more than 10 items, the online catalog will indicate the total number of items found; to scan the brief records for multiple items type **S #-#** (e.g. **S 1-8**), up to ten at a time; to see the full bibliographic record for an item type **S #** (e.g. **S 4**); to see circulation and location information for an item type **L #** (e.g. **L 2**).

CIRCULATION AND LOCATION INFORMATION



```
372.6044SI61U   SINATRA, RICHARD
USING THE RIGHT BRAIN IN LANGUAGE ARTS   $SPRINGFIELD, ILL   82-19383

        2692953     1983     2  ADDED:  831023

 01       001  16-4W      EDK  CHGD 940212/940312   UC
 02       002  16-4W      STX
 PAGE 1  END
```

a call number
b author
c title

d place of publication
e date of publication
f line number

g copy number
h loan period
i library location
j availability

For an explanation of specific codes, see the trifold "cheat sheet" or a library staff member.

5.2D3-3

If the **F A** command does not find your author, do a TERM (T) search to verify the form of the name in the Authority File. Type **T A** followed by the author's name (last, first), or as much as you know of the name and the truncation symbol (#).

If you are not sure whether the author's name is Gary Griggs or Guy Griggs:

T A GRIGGS, G#

Use **S #-#** (up to ten at a time) to sort through the list of names (e.g. **S 1-8**). Once you find the correct name, use the **F #** to retrieve catalog records for that name (e.g. **F 4**). If you have a single match, use the command **F 1**. If you find catalog records, use **L #** to see circulation and location information (e.g. **L 2**). However, there are authority records for names for which there are no items. The response "zero bibliographic items" means there are no online catalog records for that name.

OTHER SEARCH GUIDES

If a Personal Author Search yields too many records (or none at all), you may want to consult one of the following searching guides to learn about other search options.

General Information (#1): for general information about Illinet Online, the University of Illinois' online catalog

Corporate Author Searching (#4): to search by corporate author (a company, organization or government agency responsible for writing an item)

Boolean Searching: Using And, Not and Or to Refine Searches (#8): to do an author/title or other combined search

Scoping: Searching Other Libraries in Illinois (#9): to search the collections of other libraries around the state

LCS Commands: Accessing Circulation Records Directly (#10): to directly search for circulation and location information by author, title or call number

Medical Items: Searching the Health Sciences Library (#11): to search for items that may be in the Health Sciences Library

If you have other questions about Personal Author Searching or the online catalog, or if you do not locate the item that you need, please consult a library staff member or call the Library Information Desk (217-333-2290).

Online Catalog Searching Guide #4

CORPORATE AUTHOR SEARCHING

The University of Illinois Library at Urbana-Champaign

There are two types of author entries in the online catalog--personal and corporate. A corporate author is any company, organization or government agency acting as an author. A personal author is an individual responsible for writing an item. For more information on searching by personal author, please consult the Online Catalog Searching Guide #3: *Personal Author Searching*.

To find a corporate author, type the command **F KAC** followed by keywords (in any order) from the corporate author name. You may also use truncation if you are unsure of the exact form of the name. To truncate, use # after initial letters of the word. You may truncate up to eight words in a corporate author search.

F KAC UNIVERSITY ILLINOIS BOARD TRUSTEES
F KAC CALIFORNIA CORRECTION#

RESULTS

NO/TOO MANY ITEMS	1 ITEM	2-10 ITEMS	OVER 10 ITEMS
If a search does not retrieve any items or etrieves an excessive number of items, please see the reverse of this page for other search options or consult a library staff member for assistance.	If a search retrieves only one item, the online catalog will show the full bibliographic record; to see circulation and location information type L 1.	If a search retrieves 2-10 items, the online catalog will show a list of brief records; to see the full bibliographic record for an item type **S #** (e.g. **S 4**); to see circulation and location information for an item type **L #** (e.g. **L 2**).	If a search retrieves more than 10 items, the online catalog will indicate the total number of items found; to scan the brief records for multiple items type **S #-#** (e.g. **S 1-8**), up to ten at a time; to see the full bibliographic record for an item type **S #** (e.g. **S 4**); to see circulation and location information for an item type **L #** (e.g. **L 2**).

CIRCULATION AND LOCATION INFORMATION

```
                    a                          b                c                   d
372.6044SI61U/  SINATRA, RICHARD/
USING THE RIGHT BRAIN IN LANGUAGE ARTS/ $SPRINGFIELD, ILL/ 82-19383
                              e
     2692953      1983/   2  ADDED: 831023
           f          g        h         i                      j
01/      001/  16-4W/      EDK/CHGD 940212/940312/  UC
02       002   16-4W       STX
PAGE 1  END
```

a call number
b author
c title
d place of publication
e date of publication
f line number
g copy number
h loan period
i library location
j availability

For an explanation of specific codes, see the trifold "cheat sheet" or a library staff member.

If the **F KAC** command does not find your author, do a TERM (T) search to verify the form of the name in the Authority File. Type **T KAC** followed by keywords from the corporate name. Again, you may truncate up to eight words.

To find the correct name of California's correctional system:

T KAC CALIFORNIA CORRECTION#

Use **S #-#** (up to ten at a time) to sort through the list of names (e.g. **S 1-8**). Once you find the correct name, use **F #** to retrieve catalog records for that name (e.g. **F 4**). If you have a single match, type **F 1**. If you find catalog records, use **L #** to see circulation and location information (e.g. **L 1**). There are authority records for names for which there are no items. The response "zero bibliographic items" means there are no catalog records for that name.

OTHER SEARCH GUIDES

If a Corporate Author Search yields too many records (or none at all), you may want to consult one of the following searching guides to learn about other search options.

General Information (#1): for general information about Illinet Online, the University of Illinois' online catalog

Personal Author (#3): to search by personal author (an individual responsible for writing an item)

Boolean Searching: Using And, Not and Or to Refine Searches (#8): to do an author/title or other combined search

Scoping: Searching Other Libraries in Illinois (#9): to search the collections of other libraries around the state

Medical Items: Searching the Health Sciences Library (#11): to search for items that may be in the Health Sciences Library

If you have other questions about Corporate Author Searching or the online catalog, or if you do not locate the item that you need, please consult a library staff member or call the Library Information Desk (217-333-2290).

Online Catalog Searching Guide #5

SUBJECT SEARCHING

The University of Illinois Library at Urbana-Champaign

To identify all cataloged library materials on a specific subject, you must use the online catalog in combination with the card catalog. Because the online catalog does not contain the full bibliographic information for materials cataloged before 1975, the University Library retains its card catalog (located on the second floor of the University Library). Library users researching pre-1975 topics will need to consult the card catalog to be assured of locating all applicable materials. It is important to note, however, that the card catalog has not been updated since 1975, and thus it is necessary to use the online catalog to locate, by subject, materials that have been cataloged since 1975.

If you know the established form of the subject heading you need, type the command **F S** followed by the subject heading. If you are unsure of the established form of the subject heading you need, please see the reverse of this page.

F S DREAMS **F S LIBRARIES--CENSORSHIP**

RESULTS

NO/TOO MANY ITEMS	1 ITEM	2-10 ITEMS	OVER 10 ITEMS
If a search does not retrieve any items or retrieves an excessive umber of items, please see the reverse of this page for other search options or consult a library staff member for assistance.	If a search retrieves only one item, the online catalog will show the full bibliographic record; to see circulation and location information type **L 1**.	If a search retrieves 2-10 items, the online catalog will show a list of brief records; to see the full bibliographic record for an item type **S #** (e.g. **S 4**); to see circulation and location information for an item type **L #** (e.g. **L 2**).	If a search retrieves more than 10 items, the online catalog will indicate the total number of items found; to scan the brief records for multiple items type **S #-#** (e.g. **S 1-8**), up to ten at a time; to see the full bibliographic record for an item type **S #** (e.g. **S 4**); to see circulation and location information for an item type **L #** (e.g. **L 2**).

CIRCULATION AND LOCATION INFORMATION

```
                 a                  b            c                  d
372.6044SI61U/    SINATRA, RICHARD/            /                  /
USING THE RIGHT BRAIN IN LANGUAGE ARTS/ $SPRINGFIELD, ILL/  82-19383

                                e
         2692953     1983/      2  ADDED:  831023
              f         g        h        i                     j
  01/        001/   16-4W/      EDK/CHGD 940212/940312/   UC
  02         002    16-4W       STX
  PAGE 1  END
```

a	call number
b	author
c	title
d	place of publication
e	date of publication
f	line number
g	copy number
h	loan period
i	library location
j	circulation status

For an explanation of specific codes, see the trifold "cheat sheet" or a library staff member.

GEN.--29 REV 8/94

5.2D3-5

Library of Congress Subject Headings

Library of Congress Subject Headings, (LCSH), standardized subject terms established by the Library of Congress, are used for subject cataloging in both the card and online catalogs. *LCSH* (often referred to as the "big red books") is available in print in most campus libraries. LCSH is also available in the online catalog an the authority file.

Searching the Authority File

You can determine the correct form of a subject heading used in the online catalog through a TERM (T) search. A term search searches an authority file (an online version of the *Library of Congress Subject Headings*, National Library of Medicine *Medical Subject Headings* and other subject headings files). Type the command T S followed by a term related to your subject.

T S DREAMS

Authority File Symbols

+	see also
•	invalid heading
a	AACR2 form
A	National Agriculture Library subject heading
C	Library of Congress children's subject heading
E	National Library of Canada English heading
F	National Library of Canada French heading
M	National Library of Medicine subject heading

RESULTS

NO/ MANY HEADINGS	1 HEADING	2-10 HEADINGS	OVER 10 HEADINGS
If a search does not retrieve any headings or retrieves an excessive number of headings, please consult a library staff member for assistance.	If a search retrieves only one heading, the online catalog will display the heading; to see associated bibliographic records, type F 1; if you need assistance viewing bibliographic records and/or circulation and location information, see the RESULTS box on the front of this page.	If a search retrieves 2-10 headings, the online catalog will display a list of headings; to see associated bibliographic records, type **F #** or **F #-#** (e.g. **F 6** or **F 1-8**); if you need assistance viewing bibliographic records and/or circulation and location information, please see the RESULTS box on the front of this page.	If a search retrieves more than 10 headings, the online catalog will indicate the total number of headings found; to scan multiple headings, type **B** (the online catalog will display 10 at a time) or type **S #-#** (e.g. **S 1-8**), up to ten at a time; to see associated bibliographic records, type **F #** or **F #-#** (e.g. **F 6** or **F 1-8**); if you need assistance viewing bibliographic records and/or circulation and location information, please see the RESULTS box on the front of this page.

Searching by a Headings Display

The headings display command **(HD)** will allow you to use the subject headings of a particular bibliographic record to searchfor related items. Type the command **HD #** (where **#** is the number of the bibliographic record, e.g. **HD 4**). The computer will display a list of headings from that record. To see associated bibliographic records, type **F #** or **F #-#** (e.g. **F 6** or **F 1-8**).

If you have other questions about Subject Searching or the online catalog, or if you do not locate the item that you need, please consult a library staff member or call the Library Information Desk (217-333-2290).

Online Catalog Searching Guide #6

PERIODICAL TITLE SEARCHING

The University of Illinois Library at Urbana-Champaign

A periodical, or serial, is a continuous publication. Serials include such items as magazines, journals, newspapers, conference proceedings and certain numbered sets of books. This handout explains how to locate serials by title in the University Library. *These are not instructions for locating journal articles by author, subject or article title.*

If you know the exact title of the serial, type the command **F XT** followed by the title (omit initial articles). If you are unsure of the exact wording of the title, type the command **F T** followed by keywords (in any order) from the title:

```
F XT BULLETIN OF THE CENTER FOR CHILDRENS BOOKS
F T CHILDRENS BOOKS
```

RESULTS

NO/TOO MANY ITEMS	1 ITEM	2-10 ITEMS	OVER 10 ITEMS
If a search does not retrieve any items or retrieves an excessive number of items, please consult a library staff member for assistance.	If a search retrieves only one item, the online catalog will show the full bibliographic record; to see circulation and location information type **L 1**.	If a search retrieves 2-10 items, the online catalog will show a list of brief records; to see the full bibliographic record for an item type **S #** (e.g. **S 4**); to see circulation and location information for an item type **L #** (e.g. **L 2**).	**If a search retrieves more than 10 items, the online catalog will indicate the total number of items found; to scan the brief records for multiple items type S #-# (e.g. S 1-8), up to ten at a time; to see the full bibliographic record for an item type S # (e.g. S 4); to see circulation and location information for an item type L # (e.g. L 2).**

CIRCULATION AND LOCATION INFORMATION

```
           a
028.05CH/
                                                                         b
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN.  CENTER FOR CHILDREN'S BOOKS./
                                           c         d
BULLETIN OF THE CENTER FOR CHILDREN'S BOOKS/ CHICAGO/67-1426
                                          e
      75771                              2/    ADDED:  780119     SER    PER
01    ACQ    001    NOCIR                (MARKED BY V.)
02    SER    001    UNAS                 COPY 1 HAS 1 1947 TO DATE
                                                                              f
03    SER    001    UNAS                 LAST 10 YEARS AND UNBOUND ISSUES IN LIB SCIENCE LIB /
04    SER    001    UNAS                 PREVIOUS YRS IN STACKS
     g       h      i          j          k       l
05/   LSX/   001/   NOCIR/               45/1991-92/
06    LSX    001    NOCIR                44  1990-91
PAGE 1  MORE ON NEXT PAGE.               ENTER PD2
```

a	call number
b	corporate author
c	title
d	place of publication
e	number of copies (subscriptions) owned
f	holdings summary (includes location of current and/or unbound vols.)
g	line number
h	library location (bound vols.)
i	copy number
j	loan period
k	volume number
l	date

SEARCHING OPTIONS

Once the call number is known, you can quickly determine the location of a particular year, volume or copy of the periodical as well as whether a particular library has it.

Year

To find the location of a particular year of a periodical, type the command for a detailed search by call number (**DSC/**) followed by the call number and year as shown below:

```
DSC/call#,y=year
DSC/028.05CH,y=1992
```

Copy

To see the full record for other copies of a periodical, type the command for a detailed search by call number (**DSC/**) followed by the call number and copy number as shown below:

```
DSC/call#,c#
DSC/028.05CH,c2
```

Volume

To find the location of a particular volume of a periodical, type the command for a detailed search by call number (**DSC/**) followed by the call number and volume number as shown below:

```
DSC/call#,b=volume#
DSC/028.05CH,b=45
```

Location

To see if there are copies of a periodical in a particular campus library, type the command for a detailed search by call number (**DSC/**) followed by the call number and location code as shown below:

```
DSC/call#,loc=location
DSC/028.05CH,loc=LSX
```

If you have other questions about Periodical Title Searching or the online catalog, or if you do not locate the item you need, please consult a library staff member or call the Library Information Desk (217-333-2290).

Online Catalog Searching Guide #7

SERIES TITLE SEARCHING

The University of Illinois Library at Urbana-Champaign

A series title search will allow you to find items (sometimes called monographs) published as part of a series.

To find items by the series title, type the command **F SET** followed by the complete title of the series (omit initial articles). You may use truncation if you are unsure of the exact form of the title. To truncate, use # after initial letters of a word. You may truncate up to eight words in a series title search.

```
F SET STUDIES IN AMERICAN HISTORY AND CULTURE
F SET POLLUTION TECH# REVIEW
```

RESULTS

NO/TOO MANY ITEMS	1 ITEM	2-10 ITEMS	OVER 10 ITEMS
If a search does not retrieve any items or retrieves an excessive number of items, see the reverse of this page for other search options or consult a library staff member for assistance.	If a search retrieves only one item, the online catalog will show the full bibliographic record; to see circulation and location information type **L 1**.	If a search retrieves 2-10 items, the online catalog will show a list of brief records; to see the full bibliographic record for an item type **S #** (e.g. **S 4**); to see circulation and location information for an item type **L #** (e.g. **L 2**).	If a search retrieves more than 10 items, the online catalog will indicate the total number of items found; to scan the brief records for multiple items type **S #-#** (e.g. **S 1-8**), up to ten at a time; to see the full bibliographic record for an item type **S #** (e.g. **S 4**); to see circulation and location information for an item type **L #** (e.g. **L 2**).

CIRCULATION AND LOCATION INFORMATION

```
               a                          b          c                  d
372.6044SI61U/  SINATRA, RICHARD/             /                  /
USING THE RIGHT BRAIN IN LANGUAGE ARTS/ $SPRINGFIELD, ILL/ 82-19383
                                      e
      2692953      1983/  2  ADDED: 831023
           f          g        h        i                   j
01/      001/  16-4W/     EDK/CHGD 840312/837025/ UC
02       002   16-4W      STX
PAGE 1  END
```

a call number
b author
c title
d place of publication
e date of publication
f line number
g copy number
h loan period
i library location
j availability

For an explanation of specific codes, see a trifold "cheat sheet" or a library staff member.

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If the **F SET** command does not find your series title you may BROWSE (**B**) records with the **B SET** command. The BROWSE command automatically searches statewide.

```
B SET POLLUTION TECHNOLOGY REVIEW
```

Type **B** to move forward through the titles or **BB** to move backward. You may also start your search by browsing backward with the **BB SET** command.

```
BB SET POLLUTION TECHNOLOGY REVIEW
```

Use **S #** to view the full bibliographic record for an item (e.g. **S 4**). Because the BROWSE command automatically searches statewide, you will need to find out what libraries own an item by typing **H #** (e.g. **H 4**). If the item is owned by the University of Illinois Library at Urbana-Champaign, you can see the circulation and location information by typing **RE**, pressingENTER, then typing **L # SUC** (e.g. **L 2 SUC**). For more information on searching statewide, please consult the Online Catalog Searching Guide #9: *Scoping: Searching Other Libraries in Illinois* or a library staff member.

You may also do a TERM (T) search to verify the series title in the Authority Record. Type the command **T SET** followed by as much of the series title as you know. Truncate (#) after the last known word or portion of a word.

```
T SET STUDIES IN AMERICAN HIST#
```

Use **S #-#** (up to ten at a time) to sort through the list of series titles (e.g. **S 1-8**). Once you find the correct title, use **F #** to retrieve catalog records for that title (e.g. **F 4**). If you have a single match, type **F 1**. If you find catalog records, use **L #** to see circulation information (e.g. **L 2**). There are authority records for titles for which there are no items. The response "zero bibliographic items" means there are no catalog records for that series title.

OTHER SEARCH GUIDES

If a Series Title Search yields too many records (or none at all), you may want to consult one of the following searching guides to learn about other search options.

General Information (#1): for general information about Illinet Online, the University of Illinois' online catalog

Title Searching (#2): to search for a book or monograph by title

Periodical Title Searching (#6): to search for journals, magazines and other serial publications by title

Boolean Searching: Using And, Not and Or to Refine Searches (#8): to do an author/title or other combined search

Scoping: Searching Other Libraries in Illinois (#9): to search the collections of other libraries around the state

Medical Items: Searching the Health Sciences Library (#11): to search for items that may be in the Health Sciences Library

If you have other questions about Series Title Searching or the online catalog, or if you do not locate the item that you need, please consult a library staff member or call the Main Library Information Desk (217-333-2290).

Online Catalog Searching Guide #8

BOOLEAN SEARCHING

Using **AND**, **NOT** and **OR** to Refine Searches

The University of Illinois Library at Urbana-Champaign

Boolean searching (using **and**, **not** or **or**) is used to refine a search by either narrowing or broadening the resultant search set. In the online catalog, Boolean operators are typically used to narrow a search set when a simple search yields too large a result. Boolean searches start with the FIND **command (F)** and must contain a qualifier (e.g. **A** or **T**) for every phrase or term searched. For example, if you were looking for Isaac Asimov's writings on physics, but did not know a specific title, using Boolean operators to combine an author search for Asimov and a subject search for physics would narrow your results to two bibliographic items.

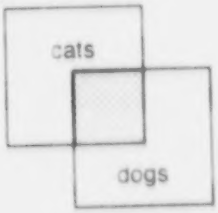
SEARCH	RESULTS
F A ASIMOV, ISAAC=	367
F S PHYSICS	2,884
F S PHYSICS .AND. A ASIMOV, ISAAC=	2

The following diagrams illustrate the different results achieved when using **AND**, **NOT** or **OR**.

AND

.AND. or **.A.**

Narrows search results by making the search more specific.



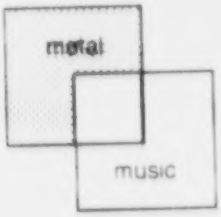
F T CATS .A. T DOGS

Titles will contain the word **cats** *and* the word **dogs**.

NOT

.NOT. or **.N.**

Narrows search results by weeding out "false hits."



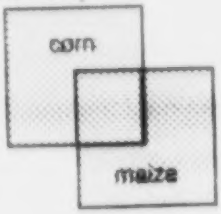
F T METAL .N. T MUSIC

Titles will contain the word **metal**, *but not* the word **music**.

OR

.OR. or **.O.**

Broadens search results by searching for two concepts simultaneously.



F T CORN .O. T MAIZE

Titles will contain the word **corn** *or* the word **maize** *or* both.

SEARCH	RESULTS
F S ANOREXIA NERVOSA	104
F S BULIMIA	54
F S ANOREXIA NERVOSA .A. S BULIMIA	35
F S ANOREXIA NERVOSA .N. S BULIMIA	69
F S ANOREXIA NERVOSA .O. S BULIMIA	123

If you have other questions about Boolean Searching or the online catalog, or if you do not locate the item that you need, please consult a library staff member or call the Library Information Desk (217-333-2290).

Online Catalog Searching Guide #9

SCOPING

Searching Other Libraries in Illinois

The University of Illinois Library at Urbana-Champaign

Illinet Online, the online catalog of the University of Illinois Library, offers access to library materials not only at UIUC, but also at over 700 libraries in Illinois. Scoping refers to searching the collections of libraries outside the University of Illinois Library. All member libraries share the bibliographic records for their holdings. Materials from some libraries (often referred to as LCS libraries) can be borrowed directly through the online catalog. Materials not available through the online catalog, including copies of journal articles (most libraries will not loan their journals) can be obtained through InterLibrary Loan (104 Library). This handout will show you how to examine the holdings of other libraries and how to borrow materials via the online catalog.

Scoping to Other Libraries

To check the holdings of other libraries do a regular search (e.g. **F A**, **F T** or **F KAC**) and add a scoping command such as **$ALL** (for a complete list of scoping symbols, see the reverse of this page).

F T HEAVENS PRISONERS	searches for this title at UIUC (an unscoped search)
F T HEAVENS PRISONERS $ALL	searches for this title statewide
F T HEAVENS PRISONERS $DLS	searches for this title in the DuPage Library System
F T HEAVENS PRISONERS $IS	searches for this title at Illinois State University

Displaying the Bibliographic Record

NO/TOO MANY ITEMS	1 ITEM	2-10 ITEMS	OVER 10 ITEMS
If a search does not retrieve any items or retrieves an excessive number of items, please consult a library staff member for assistance.	If a search retrieves only one item, the online catalog will show the full bibliographic record.	If a search retrieves 2-10 items, the online catalog will show a list of brief records; to see the full bibliographic record for an item type **S #** (e.g. **S 4**).	If a search retrieves more than 10 items the online catalog will indicate the total number of items found; to scan the brief records for multiple items type **S #-#** (e.g. **S 1-8**), up to ten at a time; to see the full bibliographic record for an item type **S #** (e.g. **S 4**).

Displaying the Holdings Record

The holdings record shows which libraries in Illinois own a particular item. To see the holdings records, type the command **H #** (e.g. **H 2**). The holdings record will show the title at the top, followed by a list of libraries and the library system to which they belong. LCS libraries, from which you may borrow items through the online catalog, will have a two letter scoping code in parentheses after their name.

Displaying the Circulation Record for LCS Libraries

After viewing the holdings record to see which libraries own an item, type **RE**. The online catalog will again indicate *the number of bibliographic records* found. You may now use the link command (**L #**) followed by the scoping code of a particular library to see that library's circulation record (e.g. **L 2 $NI** will retrieve the circulation information for this item at Northern Illinois University).

5.2D3-9

Borrowing Materials

To borrow a circulating item from an LCS library, type the command **CGL/**, followed by the line number of the desired item , followed by **//**, your i.d. number and the command **,mail** (e.g. **CGL/2// 123456789,mail**). The item must have a loan period of at least one week and you will be subject to the circulation policies of the lending library. The item will be sent to your campus office or, if you do not have a campus office, the item will be sent to the Circulation Desk (second floor, Library) and you will be notified by mail when it arrives.

Scoping Codes

You may search for an item at all institutions statewide or you may limit your search to a specific institution or library system by using one of the following scope codes after the dollar sign. If an item is not available at UIUC and you do not have time to wait for a copy through the network, you may wish to check the holdings of local libraries by scoping the Lincoln Trails Library System (i.e. **$LTLS**). Lincoln Trails includes the Champaign Public Library, Urbana Free Library and Parkland College Library, as well as UIUC.

Individual Institutions (LCS Libraries)

AR	Aurora University
BA	Barat College
BR	Bradley University
CT	Catholic Theological Union
CS	Chicago State University
CL	Columbia College
CN	Concordia University
DP	DePaul University
EA	Eastern Illinois University
EL	Elmhurst College
GS	Governers State University
IB	Illinois Benedectine College
IT	Illinois Institute of Technology
IM	Illinois Math and Science Academy
SL	Illinois State Library
IS	Illinois State University
IW	Illinois Wesleyan University
JO	Joliet Junior College
JU	Judson College
KK	Kankakee Community College
LF	Lake Forest College
LU	Lewis University
MK	McKendree College
ML	Millikin University
NL	National-Louis University
NC	North Central College
NU	Northeastern Illinois University
NI	Northern Illinois University
OA	Oakton Community College
RU	Roosevelt University
RO	Rosary College
SX	St. Xavier University
SS	Sangamon State University
SA	School of the Art Institute
SC	Southern Illinois University-Carbondale
SE	Southern Illinois University-Edwardsville
SM	Southern Illinois University Medical Center
TY	Trinity Christian College
TC	Triton College
CC	University of Illinois at Chicago
MC	University of Illinois Health Science Libraries
UC	University of Illinois at Urbana-Champaign
WE	Western Illinois University

Individual Library Systems

ALS	Alliance Library System
CLS	Chicago Library System
DLS	DuPage Library System
HTLS	Heritage Trail Library System
LCLS	Lewis and Clark Library System
LTLS	Lincoln Trails Library System
NSLS	North Suburban Library System
NILS	Northern Illinois Library System
RBLS	River Bend Library System
RPLS	Rolling Prarie Library System
SHLS	Shawnee Library System
SLS	Suburban Library System

Other Institutions and Scope Codes

ALL	all Illinet Online libraries
LCS	all LCS libraries
CRL	Center for Research Libraries
CPL	Chicago Public Library
NW	Northwestern University
UOC	University of Chicago

If you do not locate the item that you need on Illinet Online, or if you cannot directly borrow the item through the online catalog, you may wish to consult InterLibrary Loan (104 Library). ILL will obtain materials, including copies of journal articles, from libraries worldwide. If you have questions about Scoping or the online catalog, please consult a library staff member or call the Library Information Desk (217-333-2290).

Online Catalog Searching Guide #10

LCS COMMANDS:

Accessing Circulation Records Directly

The University of Illinois Library at Urbana-Champaign

The University Library's online catalog is composed of two separate systems: the Full Bibliographic Record (FBR) system and the Library Circulation System (LCS), which contains the circulation and location information for all items at the University Library. This handout contains instructions for directly searching LCS by title, author or author and title together.

Title

To find an item by title, type the command **TLS/** followed by the first four letters of the first significant word of the title and the first five letters of the second significant word of the title. (Insignificant words, or stop words, are listed on the reverse of this page.) If a word is not long enough, fill out the required number of characters with spaces. If the title is a periodical, append **/SER** to the standard **TLS/** search. This will limit results to only periodical titles. You may wish to consult the Online Catalog Searching Guide #6: *Periodical Title Searching* for further information concerning periodical records.

TLS/4+5	
TLS/BLEAHOUSE	searches for copies of *Bleak House*
TLS/CENTCHILD/SER	searches for the journal *Bulletin of the Center for Children's Books*

Author

To find an item by author, type the command **AUT/** followed by the first six letters of the author's last name and the first three letters of the author's first name. If either name is not long enough, fill out the required number of characters with spaces.

AUT/6+3	
AUT/DICKENCHA	searches for works by Charles Dickens

Author/Title

To find an item by combining author and title, type the command **ATS/** followed by the first four letters of the author's last name and the first five letters of the first significant word of the title. If the word or the author's last name is not long enough, fill out the required number of characters with spaces.

ATS/4+5	
ATS/DICKBLEAK	searches for copies of Charles Dickens' *Bleak House*

Call Number

To find an item by the call number, type the command **DSC/** followed by the call number.

DSC/callnumber	
DSC/372.6044SI61U	searches for the call number 372.6044SI61U

5.2D3-10

NO/TOO MANY ITEMS	1 ITEM	2-10 ITEMS	OVER 10 ITEMS
If a search does not retrieve any items or retrieves an excessive number of items, please consult a library staff member for assistance.	If a search retrieves only one item, the online catalog will show the circulation record.	If a search retrieves 2-10 items, the online catalog will show a list of brief records; to see a circulation record type **DSL/#** (e.g. **DSL/4**).	If a search retrieves more than 10 items, the online catalog will indicate the total number of items found and display the first ten; to see the next ten, type **PG2**, then **PG3**, **PG+**, **PG2**, etc.; to see a circulation record type **DSL/line#** (e.g. **DSL/4**).

CIRCULATION AND LOCATION INFORMATION

```
                         a                            b                c                        d
372.6044SI61U/   SINATRA, RICHARD/                /                       /
USING THE RIGHT BRAIN IN LANGUAGE ARTS/ $SPRINGFIELD, ILL/  82-19383
                                 e
     2692953    1983/    2  ADDED:  831023
              f            g          h          i                         j
 01/         001/  16-4W/        EDK/CHGD 940212/940312/  UC
 02          002   16-4W         STX
 PAGE 1  END
```

a	call number	d	place of publication	g	copy number
b	author	e	date of publication	h	loan period
c	title	f	line number	i	library location
				j	circulation status

For an explanation of specific codes, see the trifold "cheat sheet" or a library staff member.

STOP WORDS

The following words are not considered significant and should not be used in an LCS search.

A
ALLA
ALLO
AMERICAN
AN
AND
ANNUAL
AT
BULLETIN
BY
CONFERENCE
CONGRESS
CONGRESS
DA
DAS
DE
DEL
DELLA
DEM
DEN
DEPARTMENT
DEPT
DER
DES
DI
DIE
DO
DU
EL
EN
ET
FOR
FROM
FUER
FUR
GREAT BRITAIN
GREAT BRITAIN
GT. BRIT
GT BRIT
GUIDE
HISTORY
HOUSE
HOUSE
HOW
I
IL
ILLINOIS
ILLINOIS
IM
IN
INTERNATIONAL
INTRODUCTION
IZ
JOURNAL
LA
LAS
LE
LES
LOS
NA
NATIONAL
NEW
O
OF
ON
OS
PO
PRO
PROCEEDINGS
REPORT
REPORTS
SENATE
SENATE
SOBRE
STUDIES
STUDY
SUR
SYMPOSIUM
THE
TO
UBER
UEBER
UM
UN
U. N.
U N
UND
UNE
UNITED NATIONS
UNITED NATIONS
UNITED STATES
UNITED STATES
UNTER
US
U. S
U S
V
VON
W
WITH
Y
YEAR BOOK
YEARBOOK
ZA
ZU
ZUM
ZUR

If you have other questions about LCS Commands or the online catalog, or if you do not locate the item that you need, please consult a library staff member or call the Library Information Desk (217-333-2290).

Online Catalog Searching Guide #11

MEDICAL ITEMS

Searching the Health Sciences Library

The University of Illinois Library at Urbana-Champaign

Because the UIUC Health Sciences Library is affliated with the University of Illinois College of Medicine in Chicago, it is necessary to search the College of Medicine Libraries to determine if an item is held locally in the Urbana Health Sciences Library. (Searching the collections of libraries outside the University of Illinois Library is often referred to as scoping. For more information on scoping please consult the Online Catalog Searching Guide #9: *Scoping: Searching Other Libraries in Illinois.*)

Scoping to the College of Medicine Libraries

To search the holdings of the College of Medicine Libraries, do a regular search (e.g. **F A**, **F T** or **F KAC**) and add the scoping command **$MC**.

F T BASIC ANATOMY	searches for this title at UIUC
F T BASIC ANATOMY $MC	searches for this title in all College of Med. Libraries

Displaying the Bibliographic Record

NO/TOO MANY ITEMS	1 ITEM	2-10 ITEMS	OVER 10 ITEMS
If a search does not retrieve any items, or retrieves an excessive number of items, please consult a library staff member for assistance.	If a search retrieves only one item, the online catalog will show the full bibliographic record.	If a search retrieves 2-10 items, the online catalog will show a list of brief records; to see the full bibliographic record for an item type **S #** (e.g. **S 4**).	If a search retrieves more than 10 items, the online catalog will indicate the total number of items found; to scan brief records for multiple items type **S #-#** (e.g. **S 1-8**), up to ten at a time; to see the full bibliographic record for an item type **S #** (e.g. **S 4**).

Displaying the Circulation and Location Record

To determine if an item is held in the Urbana Health Sciences Library, type **L #** (e.g. **L 4**). The location code **USX** indicates the Urbana Health Sciences Library.

```
                    CIRCULATION AND LOCATION INFORMATION
                 a                              b
QS4.3D562B1979/ DIENHART, CHARLOTTE M./  c                      d
BASIC HUMAN ANATOMY AND PHYSIOLOGY $3D ED. $PHILADELPHIA/78-64706
                              e
      88910       1979/          2     ADDED:  791002
             f            g       h
01/         P01    2W/ PSX/          CHGD 940212/940312/  i
03          U01    2W   USX
PAGE 1 END
```

a	call number	d	place of publication	g	loan period
b	author	e	date of publication	h	library location
c	title	f	line number	i	circulation status

For an explanation of specific codes, see the trifold "cheat sheet" or a library staff member.

5.2D3-11

Searching for Periodicals in the Health Sciences Library

Once the call number is known, you can quickly determine the location of a particular year, volume or copy of the periodical as well as whether a particular libarary has it.

Year

To find the location of a particular year of a journal, type a detailed search by call number (**DSC/**) followed by the call number, scoping code **MC** and year as shown below:

DSC/*call#***,MC,y=***year*
DSC/QS4.3D562B1979,MC,Y=1992

Copy

To see the complete record for other copies of a journal, type a detailed search by call number (**DSC/**) followed by the call number, scoping code **MC** and copy number as shown below:

DSC/*call#***,MC,c#**
DSC/028.05CH,MC,C2

Volume

To find the location of a particular volume of a journal, type a detailed search by call number (**DSC/**) followed by the call number, scoping code **MC** and volume number as shown below:

DSC/*call#***,MC,b=***volume#*
DSC/028.05CH,MC,b=45

Location

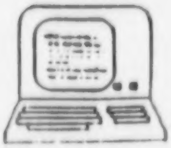
To see if there are copies of a journal in a particular College of Medicine library, type a detailed search by call number (**DSC/**) followed by the call number, scoping code **MC** and location code as shown below:

DSC/*call#***,MC,LOC=***location*
DSC/028.05CH,MC,LOC=USX

Subject Searching in the Health Sciences Library

The College of Medicine Libraries use MeSH (Medical Subject Headings, developed by the National Library of Medicine) for subject cataloging. Users can verify MeSH terms through the Authority File in the online catalog. For information on using the Authority File, consult the Online Catalog Searching Guide #5: *Subject Searching* or consult a library staff member.

If you have other questions about searching the Urbana Health Sciences Library or the online catalog, or if you do not locate the item you need, please consult a library staff member or call the Library Information Desk (217-333-2290).



UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN
ONLINE CATALOG
SPECIAL SEARCHING TECHNIQUES: TRUNCATION

TRUNCATION

The symbol for truncation is the pound sign (#) and it can be used either at the end of a word or by itself at the end of a search, depending on the type of search you are doing. When you use the # sign, you are telling the computer to retrieve every letter and word which follows.
For example:

T A Smith Roy # is asking the computer to find in the Authority File (T) any authors (A) with the last name of Smith, first name of Roy, and any middle name or initial #.

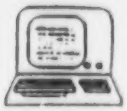
KEYWORD SEARCHES CAN ONLY BE TRUNCATED AT THE END OF A WORD – YOU CANNOT LEAVE ANY SPACES.

NON-KEYWORD SEARCHES CAN BE TRUNCATED AT THE END OF A WORD OR AT THE END OF A SEARCH BY LEAVING A SPACE AFTER THE LAST WORD.

WHERE TO TRUNCATE IN A SEARCH

AUTHORITY FILE SEARCHES (T)		BIBLIOGRAPHIC FILE (F)	
T A	author	F A	author
T AP	author-personal		
T AC	author-corporate		
T KAC	author-corporate name keyword	F KAC	author-corporate name keyword
T S	subject	F S	subject
T SP	subject-personal name		
T SC	subject-corporate name		
T KSC	author-corporate subject keyword	F KSC	author-corporate subject keyword
T SG	subject-geographical		
T ST	subject-topical		
T SET	series title	F SET	series title
T KSEC	series-corporate name keyword		
T SEC	series-corporate name		
T SEP	series-personal name		
		F T	title (keyword)
		F I	ISBN
		FISS	ISSN
T ATU	author-uniform title		
T STU	subject-uniform title		

5.2D4-1



UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN
ONLINE CATALOG
SPECIAL SEARCHING TECHNIQUES: TRUNCATION
SAMPLE DISPLAYS

DISPLAY OF INFORMATION

a) call number b) author c) title
d) city of publication e) date of publication
f) copy number g) loan period
h) holding library i) circulation status
j) edition k) publishing company
l) copyright date m) collation n) notes
o) International Standard Book Number (ISBN);
International Standard Serial Number (ISSN);
Price.
p) subject headings q) publication series title
r) line number s) volume number t) year

T A SMITH, ROY #

AUTHORITY DISPLAY

```
    2. Smith, Le Roy, 1912-
    6. Smith, Le Roy Kenneth, 1927-
    5. Smith, Roy A
    4. Smith, Roy J.
 a  1. Smith, Roy M.
    3. Smith, Roy Thomas.
```

F2

BIBLIOGRAPHIC DISPLAY

```
Smith, Le Roy, 1912 b

The fourth king. c :Poems: New York, d Macmillan, k 1953 l

xxxvii p. 22 cm. m

   I. Title.     p
oc171-510726
```

L1

```
811SM616F a   SMITH, LE ROY, b   1912-  THE FOURTH KING\NY c d  53-7046

      1062096        1953 e     1    ADDED:      780821

01        001 f  16-4W g  STX h
PAGE 1 END
```

F T AIRCRAFT# SUPERSONIC

SUMMARY DISPLAY

RESULT: 11 bibliographic items.

S 3

BIBLIOGRAPHIC DISPLAY

```
Pchelko, Ivan Grigorevich. b

Meterological flight conditions for supersonic aircraft. c by I. G. Pchelko,

N. V. Petrenko, and G. S. Buldovskiy. :Washington: d National Aeronautics

and Space Administration; k For sale by the National Technical Information
Service, Springfield, Va.: 1972.

      v, 180 p. illus. 27 cm. (NASA TT F-693)  m
   { "Translation of Meteorologicheskiye Usloviya Poletov
 n { Sverkhzvukovykh Samoletov. Hydrometeorological Press, Leningrad,
   { 1970." Bibliography: p. 173-180.
   { 1. Supersonic transport planes. I. Petrenko, Nikolai Vasilevich.
 p { II. Title. III. Series: United States. National Aeronautics and Space
   { Administration. NASA technical translation. F-693.
            oc170-511220
```

L 3

```
629.13UN325TT a   U.S.--NATIONAL AERONAUTICS AND SPACE

ADMINISTRATION NASA TECHNICAL TRANSLATIONSWASHINGTON g
NOLC          1038995        2  ADDED:  780818    SER      PER
01  ENX  001  1W-1D          671-715 INCOMPL. 1972-73
02  STX  002  2W-SU          693              1972
 :   :    :    :              :                :
 r   h    f    g              s                t
PAGE 1 END
```

T S CHICAGO BEARS

SUMMARY DISPLAY

RESULT: ZERO headings.

T S CHICAGO BEARS #

AUTHORITY DISPLAY

```
    3. Chicago Bears (Football team)
    5. Chicago Bears (Football team)
    4.     --History.
    1.           --Juvenile literature.
    6.     --Juvenile literature.
C   2.     --History.
```

F 3

BIBLIOGRAPAHIC DISPLAY

```
1. Payton, Walter, 1954- Sweetness / Walter Payton with Jerry B. Jenkins.
   Chicago : Contemporary Books, c1978. xvii, 162 p. ; oc173-842612
2. Halas, George (George Stanley), 1895- Halas by Halas, the autobiography
   of George Halas / by George Halas with Gwen Morgan and Arthur Veysey.
   New York : McGraw-Hill, c1979. xv, 351 p. : illus. ; oc174-983232
```

S 1

BIBLIOGRAPHIC DISPLAY

```
Payton, Walter, 1954- b

Sweetness c / Walter Payton with Jerry Jenkins. Chicago d : Contemporary

Books, k c1978, l xvii, 162 p. : 22 cm. m

    ISBN 0809275449 o
  { 1. Chicago Bears (Football team) cn 2. Football players--United States--
p { Biography. I. Jenkins, Jerry B. joint author. II. Title.
    oc173-842612
```

L 1

```
B.P3473P1 a   PAYTON, WALTER, b   1954-   SWEETNESS c $CHICAGO d  78-7553

      1789071       1978 e       1     ADDED:  790225

   01   001 f   16-4W g   ALX h  CHGD  880731/881120 i UC BINDING
PAGE 1 END
```

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5.2D4-2

CEM.-4-87

REMOTE ACCESS TO ILLINET ONLINE AND IO+

The Online Catalog at the University of Illinois at Urbana-Champaign

Remote access to the Online Catalog and journal citation databases is provided through telephone numbers in Urbana and other locations, the Campus Network (UIUCNET) and the Internet. If you are a registered borrower (i.e., faculty, staff, student, or courtesy card holder) you may charges, renew, or save items that circulate and search the IBIS databases. Access to ILLINET Online is free to all searchers.

System Availability (daily, including holidays):

Monday through Saturday:	6:00 a.m. to 2:00 a.m.
Sunday:	8:00 a.m. to 2:00 a.m.

Through Library Access Telephone Numbers:

1. **Set your modem as follows:**

Baud rate:	1200-9600	Parity:	Even
Databits:	7	Stopbit:	1
Local echo:	Off	Duplex:	Full

2. **Telephone number closest to your community:**

Campus:	Urbana	Number:	(217) 333-2494 (217) 333-8269
State:	Bloomington	Number:	(309) 452-5623
	Carbondale		(618) 453-8091
	Chicago		(312) 996-8844
	DeKalb		(815) 753-1863
	Lake Forest		(708) 295-0077
	Macomb		(309) 836-2050
	Metro East		(618) 692-2903
	Naperville		(708) 355-9528
	Quad Cities		(309) 799-7347
	Springfield		(217) 786-6286

3. **When connected with IO, press:** <Return>
   Then, to select VT100 terminal emulation, choose: 5

   NOTE: The IO screen display results may be unpredictable if you select an emulation other than VT100. For example, codes usable for VT100 will not create proper displays in a 3270 environment.

4. **At the IO Library System Access Menu, choose a database to search:**

   A ILLINET Online, the Library Catalog

   B IBIS (Illinois Bibliographic Information Service) Journal indexes, Current Contents, Wilson indexes, ERIC

   C CARL UnCover (current journal index)

5. **To Logoff & Hangup, at the ===> prompt,**

   Type: **####** <Return>

Through the Campus Network or Internet:

1. **Determine your communication software:**

   You need to determine which protocol your machine uses in order to make a proper connection to the Library's Online System.

Mac:	Double-click the tn3270-MacTCP icon to open a connection with the **uicmvsa.aiss.uic.edu** port. or... Double-click the NCSA Telnet icon to open a connection with the **illinet.aiss.uiuc.edu** port.
DOS:	The settings and commands are determined by the local network administrator and may very. Generally, you may type: **telnet illinet.aiss.uiuc.edu** <Return>
Unix:	At the command line, type: **linkto tcpip** <Return> or type: **telnet illinet.aiss.uiuc.edu** <Return>
VMD:	At the command line, type: **linkto tcpip** <Return> Then type: **telnet uicmvsa.aiss.uic.edu** <Return>
Dial-up:	Although it is possible to conduct a telnet or tn3270 session from the CCSO terminal servers, modem users are urged to use the dial-up facilities provided by the library.

2. **Continue your connection selections:**

uicmvsa.aiss.uic.edu

Choose: B Library Services.	Type: *b* <Return>

illinet.aiss.uiuc.edu

Begin the library connection.	Type: *b* <Return>
Then choose: 1) ILLINET...	Type: *1* <Return>

At the *Library Services* screen, choose a database to search:

1 CARL UnCover-Journal Contents
2 IBIS Ill. Bibliographic Info System
3 IOMENU Illinet On-line Catalog
4 LUIS_UIC UIC-Library Catalog (Luis)

3. **Exit a menu or session (either port):**

   Type: *x* <Return>

You can get personalized HELP from expert consultants:

Library Telephone Center:	(217) 333-8400	CCSO: Microcomputing Resource Center:	(217) 244-0608
		Systems Consulting:	(217) 333-6133

Printed searching guides are available in the Library. However, consultants in the Telephone Center can assist you in confirming your connection status and provide help in troubleshooting. CCSO's consultants can help you with software and hardware telecommunications on PC's and Mac's. Check with your department's network administrator if you have difficulty with the Library, if you need IP addresses, or if you require more information.

GEN.-5 REV 1/94

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5.2D5-1

FBR (enhanced access, from 1975-)

COMMAND	FORMAT	SEARCH
Term Author	T A (name)	verify author heading
Term Subject	T S(subject)	verify subject heading
Find Title	F T (title keywords)	locate titles
Find exact title	F XT	exact title
Find author	F A (surname, forename)	locate works of author
Find subject	F S (subject)	locate works on topic
Link	L (item no.)	identify institutions owning item
Holdings	H (item no.)	link to LCS records
Select	S (item no.)	choose desired items
Restore	RE	see # of previous items
Restore	RST	see previous display
HELP	INFO<return>	

LCS (basic access, all items cataloged)

SEARCH	FORMAT
Author-Title	ATS/huxiflame 4 & 5 (last name & 1st title word)
Title	TLS/flamtrees 4 & 5 1st & 2nd title word)
Author	AUT/orwellgeo 6 & 3 (last and 1st name)
Call Number	DSC/051tim
Shelf Position	SPS/330.3
Line Search	DSL/line no.
Page Search	PG2, PG3, PG+ (repeat sequence to see all items
Charge	CGL/line #//ID #, send*
Renew	RNL/line #//ID #
Save	SVL/line #//ID #, send
HELP	HELP<return>
Other Campuses	add: '/2 digit campus code' to ATS/, TLS/, or AUT/ searches

* Mail option must be used for off-campus charges; for this campus use mail option only if you have an office, not a dorm.

UIUC Library Location Codes

AF	Africana
AG	Agriculture
AL	Applied Life Studies
AR	Architecture
AS	Asian
BE	Beckman
BI	Biology
CB	Center for Children's Books
CH	Chemistry
ST	Circulation
CP	City Planning
CL	Classics
CR	Commerce
CM	Communications
DC	Computer Science
DOC	Documents
ED	Education & Social Science
EDK	School Collection
EDL	Curriculum Collection
EN	Engineering
EG	English
GS	Geological Survey
GE	Geology
HS	Health Sciences
	CS Chicago campus
	PS Peoria campus
	RS Rockford campus
	US Urbana campus
HI	History & Philosophy
HIL	Lincoln Room
HE	Home Economics
IU	Illini Union Browsing Room
IH	Illinois Historical Survey
LS	Library & Information Science
IR	Labor & Industrial Relations
LA	Law
MA	Map & Geography
MT	Mathematics
MD	Modern Languages & Linguistics
MU	Music
NH	Natural History Survey
PH	Physics/Astronomy
PY	Psychology Reading Room
RB	Rare Book Room
RE	Reference
SP	Slavic/E. European
UG	Undergraduate
AM	University Archives
UH	University H. S.
VE	Vet Medicine
IW	Water Survey
WS	Women's Studies

Library Codes for Other IO Libraries

LCS Schools(all)	LCS
R & R Centers	
Chicago Public Library	CPL
Illinois State Library	ISL
SIU-Carbondale	SC
U of I-Urbana	UC
R & R Centers (all)	RRC
Individual Library Systems	
Chicago Library System	CLS
Corn Belt Library System	CBLS
DuPage Library System	DLS
Great River Library System	GRLS
Heritage Trail Libr. Syst.	HTLS
Illinois Valley Library System	IVLS
Kaskaskia Library System	KLS
Lewis & Clark Library System	LCLS
Lincoln Trail Libraries System	LTLS
N. Suburban Library System	NSLS
N. Illinois Library System	NILS
River Bend Library System	RBLS
Rolling Prairie Library System	RPLS
Shawnee Library System	SHLS
Suburban Library System	SLS
W. Illinois Library System	WILS
Additional Illinois Research Libraries	
Center for Research Lib.	CRL
University of Chicago	UOC
Northwestern University	NU
All of the Above	ALL

Library Codes for Off-Campus Searches	
Aurora University	AR
Barat College	BA
Bradley University	BR
Catholic Theological University	CT
Chicago State University	CS
Columbia College	CL
Concordia University	CN
De Paul University	DP
Eastern Illinois University	EA
Elmhurst College	EL
Governors State University	GS
Illinois Benedictine College	IB
Illinois Institute of Technology	IT
Illinois Math & Science Academy	IM
Illinois State Library	SL
Illinois State University	IS
Illinois Wesleyan University	IW
Joliet Junior College	JO
Judson College	JU
Kankakee Community College	KK
Lake Forest College	LF
Lewis University	LU
Millikin University	ML
National Louis University	NL
North Central College	NC
Northern Illinois University	NI
Northeastern Illinois University	NU
Oakton Community College	OA
Roosevelt University	RU
Rosary College	RO
Saint Xavier College	SX
Sangamon State University	SS
School of the Art Institute	SA
SIU-Carbondale	SC
SIU-Edwardsville	SE
SIU School of Medicine	SM
Trinity Christian College	TY
Triton College	TC
U of I-Chicago	CC
U of I Health Science Library	HC
U of I-Urbana-Champaign	UC
Western Illinois University	WE

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IBIS

IBIS, the Illinois Bibliographic Information Service, is a collection of online databases available to subscribing ILCSO member libraries only. IBIS currently provides access to a wide variety of subject -based indexes and abstracts.

Access to IBIS requires a login with your authorized ILCSO library borrower ID (patron number).* Type your Social Security number (which will not appear on the screen) and press **ENTER**.

IBIS menus provide guidance in searching, and context-sensitive help is available.

To exit, type **X** and press **ENTER** to return to the *IO Library Systems* menu. You may then select ILLINET Online or UnCover, or disconnect according to your software's instructions.

UnCover

UnCover is an index to over 14,000 magazine and journal titles. Citations from 1988 to the present are available. You may search by name, word, or title, and you may display the table of contents of a particular issue. Holdings information (title only) is provided for SILO (Serials of Illinois Libraries Online) member libraries.

While many of the journals indexed in UnCover are available in Illinois libraries, you may order a fax copy of the full text of an article located in UnCover from The UnCover Co. The cost of the article is displayed on the screen, and you may charge it to your VISA, MasterCard, or American Express account.

To exit, type **//logoff** and press **ENTER** at any prompt to return to the *IO Library Systems* menu. You may then select ILLINET Online or IBIS, or disconnect according to your software's instructions.

---

* IBIS and UnCover are optional services that some libraries have elected to provide to their patrons.

For more information about the ILLINET Online Network, contact:

ILCSO Office
502 E. John St., Suite 205
Champaign, IL 61820
Phone: (217) 244-7593
Fax: (217) 244-7596

ILCSO

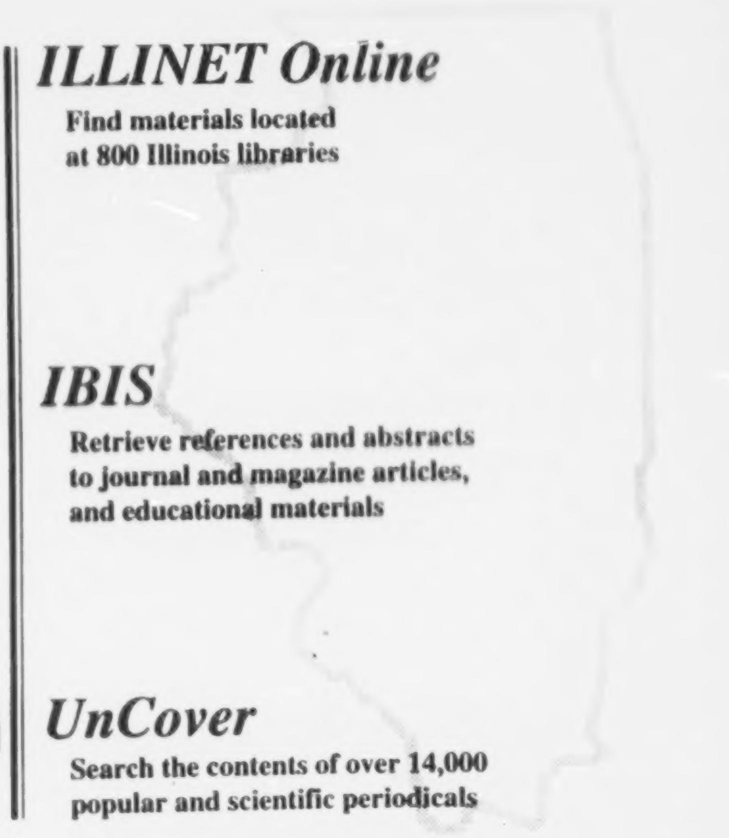
5.2D5-2

Revised 8/94

Dial Access to the

ILLINET Online Network

The ILLINET Online Network provides online library services to the citizens and libraries of Illinois.



ILLINET Online

Find materials located at 800 Illinois libraries

IBIS

Retrieve references and abstracts to journal and magazine articles, and educational materials

UnCover

Search the contents of over 14,000 popular and scientific periodicals

ILCSO

Illinois Library Computer Systems Organization

Use your personal computer or terminal to connect to the ILLINET Online Network. There is no charge, other than the cost of the phone call.

Equipment Needed

- Modem
- Personal computer and communications software or ASCII terminal
- Phone line and phone cords

Software and Terminal Settings

- Baud rate: 300 to 2400
- Parity: Even
- Databits: 7
- Stop bits: 1
- Duplex: Full
- Emulation: DEC VT100

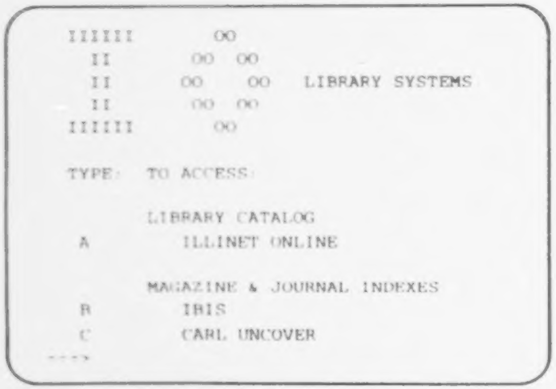
Phone Numbers

Dial the phone number listed below that is closest to you. Each number provides access to the same services.

Champaign	(217) 333-8269	Chicago	(312) 996-8844
Springfield	(217) 786-6286	Carbondale	(618) 453-8091
Bloomington	(309) 452-5623	Metro East	(618) 692-2903
Macomb	(309) 836-2050	Lake Forest	(708) 295-0077
Quad Cities	(309) 799-7347	Naperville	(708) 355-9528
		DeKalb	(815) 753-1863

When connected, press **ENTER** once or twice. The terminal type menu will be displayed. Type 5 and press **ENTER** to choose the terminal type, "DEC VT100."

When the *IO Library Systems* menu is displayed (below), type the letter for the service you wish to search, and press **ENTER**.



```
IIIIII        OO
  II        OO  OO
  II       OO     OO    LIBRARY SYSTEMS
  II        OO  OO
IIIIII        OO

TYPE:   TO ACCESS:

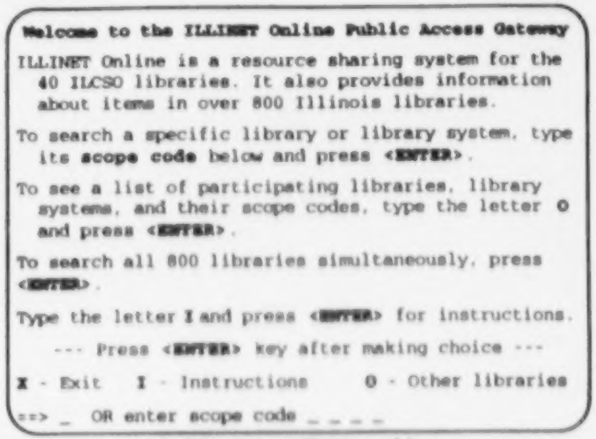
        LIBRARY CATALOG
 A          ILLINET ONLINE

        MAGAZINE & JOURNAL INDEXES
 B          IBIS
 C          CARL UNCOVER
--->
```

IO Library Systems Menu

ILLINET Online

ILLINET Online provides information about materials located at 800 Illinois libraries, and availability information on items located in more than 40 libraries that belong to the Illinois Library Computer Systems Organization (ILCSO).



```
Welcome to the ILLINET Online Public Access Gateway

ILLINET Online is a resource sharing system for the
  40 ILCSO libraries. It also provides information
  about items in over 800 Illinois libraries.

To search a specific library or library system, type
  its scope code below and press <ENTER>.

To see a list of participating libraries, library
  systems, and their scope codes, type the letter O
  and press <ENTER>.

To search all 800 libraries simultaneously, press
<ENTER>.

Type the letter I and press <ENTER> for instructions.

    --- Press <ENTER> key after making choice ---

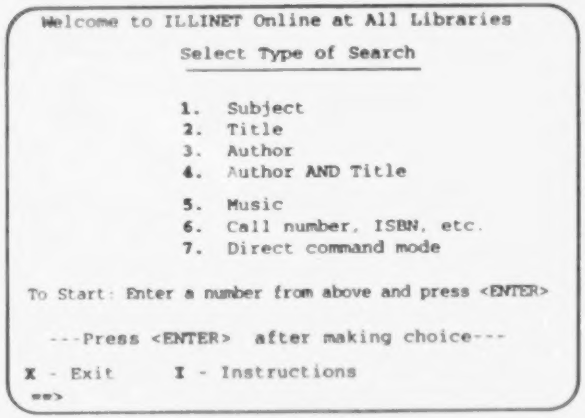
X - Exit    I - Instructions      O - Other libraries

==> _  OR enter scope code _ _ _ _
```

Public Access Gateway Menu

You may search all 800 libraries at once, or search a specific library or library system. From the *Public Access Gateway* menu (above), enter the scope code for the library you wish to search, or type **O** and press **ENTER** to see a list of participating libraries and their scope codes.

Select a type of search from the main menu (below) and follow the instructions on the screen. If you have an ILCSO library borrower ID, contact your library to find out how to request items located in ILLINET Online. ILLINET libraries should follow their library system's policies on borrowing items through ILLINET Online.



```
Welcome to ILLINET Online at All Libraries

                Select Type of Search

                1.  Subject
                2.  Title
                3.  Author
                4.  Author AND Title

                5.  Music
                6.  Call number, ISBN, etc.
                7.  Direct command mode

To Start: Enter a number from above and press <ENTER>

   ---Press <ENTER>  after making choice---

X - Exit       I - Instructions
==>
```

ILLINET Online Main Menu

To exit, return to the main menu. Type **X** and press **ENTER** to return to the *IO Library Systems* menu. You may then select IBIS or UnCover, or disconnect according to your software's instructions.

IBIS

IBIS, the Illinois Bibliographic Information Service, is a collection of online databases available to subscribing ILCSO member libraries only. IBIS currently provides access to a wide variety of subject-based indexes and abstracts.

Access to IBIS requires a login with your authorized ILCSO library borrower ID (patron number).* Type your Social Security number (which will not appear on the screen) and press **ENTER**.

IBIS menus provide guidance in searching, and context-sensitive help is available.

To exit, type **X** and press **ENTER** to return to the Library Services menu. Follow the exiting instructions displayed on the screens to disconnect from the telnet session.

UnCover

UnCover is an index to over 14,000 magazine and journal titles. Citations from 1988 to the present are available. Holdings information (title only) is provided for SILO (Serials of Illinois Libraries Online) member libraries.

While many of the journals indexed in UnCover are available in Illinois libraries, you may order a fax copy of the full text of an article located in UnCover from The UnCover Co. The cost of the article is displayed on the screen, and you may charge it to your VISA, MasterCard, or American Express account.

Access to UnCover requires a login with your authorized ILCSO library borrower ID (patron number).* Type your Social Security number (which will not appear on the screen) and press **ENTER**.

To exit, type **//logoff** and press **ENTER** at any prompt to return to the Library Services menu. Follow the exiting instructions displayed on the screens to disconnect from the telnet session.

* IBIS and UnCover are optional services that some libraries have elected to provide to their patrons.

For more information about the ILLINET Online Network, contact:

ILCSO Office
502 E. John St., Suite 205
Champaign, IL 61820
Phone: (217) 244-7593
Fax: (217) 244-7596

ILCSO

revised 8/94

GEN-122

Internet Access to the

ILLINET Online Network

The ILLINET Online Network provides online library services to the citizens and libraries of Illinois.

ILLINET Online

Find materials located at 800 Illinois libraries

IBIS

Retrieve references and abstracts to journal and magazine articles, and educational materials

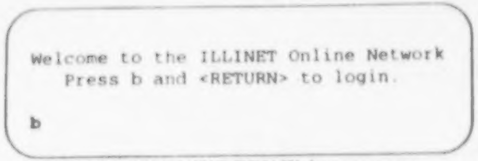
UnCover

Search the contents of over 14,000 popular and scientific periodicals

ILCSO
Illinois Library Computer Systems Organization

Internet Access

Terminals or personal computers with network access to the Internet can connect to ILLINET Online by using a telnet command. Library services are available at the Internet address ILLINET.AISS.UIUC.EDU* Telnet to the ILLINET address. On the Welcome screen, type **b** and press **<RETURN>** (or **ENTER**) to login to ILLINET Online. Typing anything other than a lowercase "b" at this prompt will cause a password message to appear. If you receive a password prompt, type anything at the prompt and press **ENTER**. A message displays indicating invalid login, and then a login prompt appears. Type a lowercase **b** at the prompt and press **ENTER**.

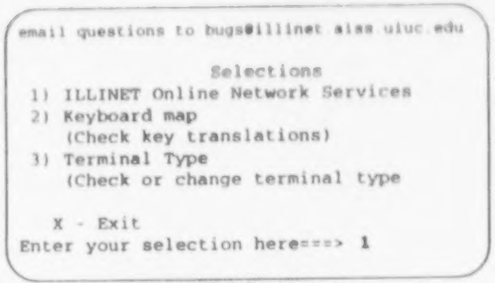


```
Welcome to the ILLINET Online Network
   Press b and <RETURN> to login.

b
```

ILLINET.AISS.UIUC.EDU Welcome screen

On the ILLINET Selection screen, menu options are available to view a keyboard map for VT100 emulation or to check terminal types. Type **1** and press **ENTER** to access the ILLINET Online network. Please wait while messages display as the connection is established.



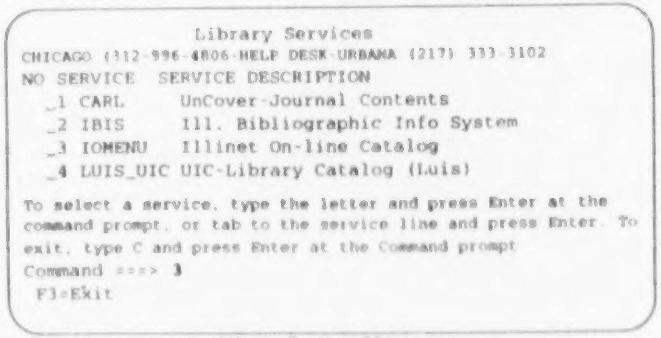
```
email questions to bugs@illinet.aiss.uiuc.edu

                 Selections
 1) ILLINET Online Network Services
 2) Keyboard map
    (Check key translations)
 3) Terminal Type
    (Check or change terminal type

   X - Exit
Enter your selection here===> 1
```

ILLINET Selection screen

On the Library Services screen, type **3** and press **ENTER** to access ILLINET Online, or the number for any other library service displayed on the menu.



```
                  Library Services
CHICAGO (312-996-4806-HELP DESK-URBANA (217) 333-3102
NO SERVICE  SERVICE DESCRIPTION
  _1 CARL      UnCover-Journal Contents
  _2 IBIS      Ill. Bibliographic Info System
  _3 IOMENU    Illinet On-line Catalog
  _4 LUIS_UIC UIC-Library Catalog (Luis)

To select a service, type the letter and press Enter at the
command prompt, or tab to the service line and press Enter. To
exit, type C and press Enter at the Command prompt
Command ===> 3
 F3=Exit
```

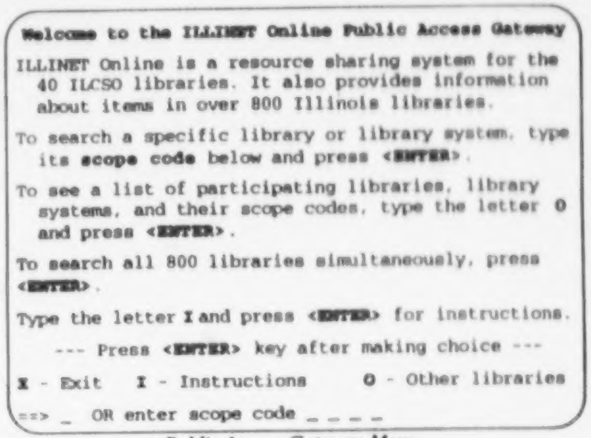
Library Services Menu

---

*ILLINET Online library services are also available at Internet address UICMVSA.AISS.UIUC.EDU for users operating in 3270 emulation mode.

ILLINET Online

ILLINET Online provides information about materials located at 800 Illinois libraries, and availability information on items located in more than 40 libraries that belong to the Illinois Library Computer Systems Organization (ILCSO).

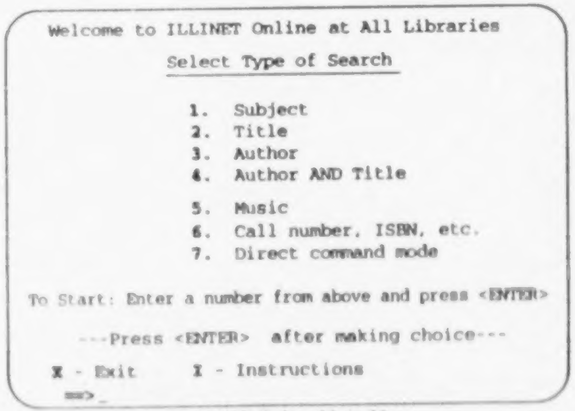


```
Welcome to the ILLINET Online Public Access Gateway
ILLINET Online is a resource sharing system for the
  40 ILCSO libraries. It also provides information
  about items in over 800 Illinois libraries.
To search a specific library or library system, type
  its scope code below and press <ENTER>.
To see a list of participating libraries, library
  systems, and their scope codes, type the letter O
  and press <ENTER>.
To search all 800 libraries simultaneously, press
<ENTER>.
Type the letter I and press <ENTER> for instructions.
   --- Press <ENTER> key after making choice ---
X - Exit   I - Instructions     O - Other libraries
==> _  OR enter scope code _ _ _ _
```

Public Access Gateway Menu

You may search all 800 libraries at once, or search a specific library or library system. From the *Public Access Gateway* menu (above), enter the scope code for the library you wish to search, or type **O** and press **ENTER** to see a list of participating libraries and their scope codes.

Select a type of search from the main menu (below) and follow the instructions on the screen. If you have an ILCSO library borrower ID, contact your library to find out how to request items located in ILLINET Online. ILLINET libraries should follow their library system's policies on borrowing items through ILLINET Online. To exit, return to the main menu. Type **X** and press **ENTER** to return to the Library Services menu. Follow the exiting instructions displayed on the screens to disconnect from the telnet session or choose another service from the Library Services menu.



```
   Welcome to ILLINET Online at All Libraries
              Select Type of Search

              1.  Subject
              2.  Title
              3.  Author
              4.  Author AND Title

              5.  Music
              6.  Call number, ISBN, etc.
              7.  Direct command mode

To Start: Enter a number from above and press <ENTER>

     ---Press <ENTER>  after making choice---

 X - Exit      I - Instructions
 ==>_
```

ILLINET Online Main Menu

1991

New FBR Browse Capability

As of October 1, we are now capable of browsing Authors and Series in the FBR Authority File in the same manner we are used to browsing Topical and Geographic Subject Headings.

The following is a list of new commands to use in the FBR Authority File.

B SET	is for series titles. Enter all or part of the series. TRY ENTERING: Lecture notes in mat
B AP	is for Personal Authors. You MUST KEY IN A COMMA when you enter a name. TRY ENTERING: Cummings, E or Twain, Mark
B AC	is for Corporate Authors. TRY ENTERING: Walt Disney
B ATU	is for uniform titles (titles of works) that are not associated with a person's name. TRY ENTERING: Bible or Reynard the Fox

These same types of searches can also be performed in the subject file to locate headings to works ABOUT personal authors, corporate authors, and uniform titles.

B SP	works the same as B AP.
B SC	works the same as B AC.
B STU	works the same as B ATU.

There is no need to ever enter a truncation symbol (#). The system takes care of this for you.

It is important to note that the system will browse on only the beginning element (subfield a) of an authority heading. So, for example, to browse for corporate entries under United States. Army you should enter B AC United States and then continue to browse through the list until you reach those headings subdivided by Army. Hopefully we will be able to continue working on this aspect of the system.

Happy Searching!

(B. Henigman)

5.2D6-1

Telephone Center

The telephone center staff is responsible for actively monitoring and reporting both IO+ (ILLINET Online) and LCS systems and hardware problems to AISS staff in Chicago and Urbana, following up requests for repairs within 24 hours, to insure that libraries on the Urbana campus receive prompt service. In addition to reporting system status to AISS, the Telephone Center relays information regarding the online catalog to libraries on the Urbana campus, and provides information about the availability of dial access. They are also responsible for charging, discharging, and renewing materials, facilitate mail options, provide reference to patrons, and process overdue notices.

5.2E1-1

GRADUATE ASSISTANT
INFORMATIONAL & PROCEDURES MANUAL

Containing notes
on various and sundry concepts,
tools and procedures,
as they apply to the operations of the

OCLC CATALOGING SECTION
AUTOMATED SERVICES UNIT
TECHNICAL SERVICES DIVISION
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN LIBRARY

in order to provide to our users
the most efficient service

Prepared by

Stephen J. Smith

Visiting Assistant OCLC Cataloging Librarian &
Visiting Assistant Professor of Library Administration

March 1995

CATALOGUING PROCEDURES

for the

LIBRARY

of the

UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

Arnold S. Wajenberg
November 1983

6.1 A1-1

ABBREVIATIONS

I. Abbreviations to be used in call numbers: see also p. B 64, 3, 4. All to be used as last line of call no. May also be used in holdings.

abr.
abst.
adden.
amend.
apx.
atlas
bis
chap.
cop.
corrig.
digest
facsim. (for photographic reprod.)
forms
incompl.
index
introd.
key
manual
maps
n.s.
no.
plates
pref.
prelim.
pt.
score
sec.
ser.
sup.
tables
title
v.

II. When the following words appear following the title in the body of the catalog card, they are to be written in full:

compiled
edited
published
revised
translated
illustrated

Words corresponding to the above in foreign languages should also be written in full.

Catalog Dept.

Rev. 8/15/73

6.1A1-2

HOLDINGS (049 field)

Any of the terms and abbreviations listed here can appear as a line of holdings in an LCS record, and below the call no. to distinguish physical pieces in a multi-part item. Parenthetical explanations are not to be used. Additional terms may be submitted to the Principal Cataloguer, or to any member of the Cataloguing Heads Meeting.

Some of these terms correspond with terms used as prefixes in call numbers. If a call number has a prefix, do not use the corresponding term in holdings. For example, if a kit consists of a set of slides, a sound cassette, and a printed guide, the call number will have the prefix KIT, and holdings will be given as:

```
    cop.1  UGA  slides
    cop.1  UGA  cas.
    cop.1  UGA  guide
```

The terms "slides", "cas.", and "guide" will also appear on the pieces under the call no. However, if an item consists of a sound cassette accompanied by notes, the call no. will have the prefix CASSETTE, and holdings will be given as: cop.1 MUQ

```
    cop.1  MUQ  notes
```

The term "notes" will appear as the last line of the call no. on that piece, but the term "cas." will not be added to the call no. for the cassette, because the equivalent term appears as the prefix.

---

abr. (abridgment)

abst. (abstract)

adden.

amend.

apx.

atlas

bis

bk.

cas.

chap.

chart

cop.

copies

corrig.

digest

diorama

facsim.

Fl.Cd. (flash card)

forms

FS. (film strip)

guide

incompl.

index

introd.

key

LG. (listener's guide)

libretto

list

manual

maps

model

MP. (motion picture)

no.

notes

n.s. (new series)

PG. (program guide)

picture

plates

pref.

prelim.

pt.

reel

reels

roll

score

script

sec.

ser.

6.1A1-3

SG. (student guide)
sheets
slide
slides
SR. (sound recording)
sup.
tables
tests
TG. (teacher's guide)
title
transpar.
unit.
v.
videorec.
WKBK. (work book)

EXAMPLE:

for book plus appendix:

Main vol.
apx. c
ENR

6.1A1-4

BOOK NUMBERS

Books are arranged alphabetically under each class according to the main entries unless a special exception is made. See p. B 64-6 for Biography.

from 11/84

|| Cutter's Three-figure Author Table is the basis for assigning book numbers, ~~except that (1) The Cutter-Sanborn three-figure table is used for individual biography classed in B; and (2) capital letters are assigned to material classified inthe periodical, society, and newspaper numbers (050-079 and the .05 and .06 subdivisions under any class number).~~ See p. B 64-7 for rules concerning book numbers for serials.

Cutter-Sanborn [illegible]

Cutter Numbers.* For all headings, use the complete number as given in the table, unless a shorter number has already been used in that class number for the same heading. Use one letter for consonants, except for letter S; two letters for vowels and S except SC; and three letters for SC. When the entry begins with initials, use the cutter number for the complete initialism, not just the first letter and not for the word for which the first letter stands. For example, for NAM digest, cutter from "nam" (N15), not from N (N_1) and not from "national" (N213), the word for which N stands.

~~Cutter-Sanborn Numbers. Assign one letter (for both consonants and vowels) and the complete number in the table for books in the class B; and for Hearings in Hearings Collection; also in the German and Romance literatures, assign one letter and two figures for the names of authors and editors when they begin with S. This is in order to avoid long combinations, especially in author numbers; e.g. 845S75 instead of 845Sch75. (See Explanation of the Cutter-Sanborn Authormarks)~~

Biscoe Time Numbers. Use Biscoe time-numbers (see p. B 54) in combination with a Cutter number for amendments or supplements when the work supplemented has a date which forms a part of the call number: e.g. 342.773 I16 1870S4 for the Illinois State Constitution of 1870 with amendments to 1924; also for expositions, p. E 76; also for German dictionaries, p. G 31).

---

*The complete three-figure Cutter author numbers were assigned to books classified in the groups: 330-339, 360-369, and 380-389 and also to all books (wherever classed) which were sent to the Economics and Sociology Seminar in Lincoln Hall and to the Commerce Reading Room in what is now Administration, East from about 1916 to 1927. In the latter year, this practice was discontinued except for authors to whose works the three figures had been assigned during that period. In 1927 the two collections were moved to the Main Library Building.

Rev. July 1980

BEST COPY AVAILABLE

6.1A1-5

Author Numbers. Do not assign the same number to two authors in the same class. Similarly, do not assign two numbers to the same author in the same class. If the cutter number as given in the table has already been used for another heading, adjust the number by adding a digit to the number found in the table. Do not be overly concerned with an exact alphabetic arrangement; the purpose of the shelflist is satisfied is it places books in their approximate alphabetic order.

Since cutter numbers are filed as decimal numbers, no cutter number should end with zero. Zero should be used only to provide a shorter expansion of a number than would otherwise be possible, or to expand a two-digit number without conflicting with three-digit numbers in the table. Example:

Lee 51 If L51 has been used for Lee, Albert, and it is necessary cutter
LeeD 511 Lee, Benjamin, use L5102.

Check all numbers in LCS and in the temporary shelflist, to avoid conflicts.

Work Marks. In general, add a work mark to the author number to distinguish different works by the same author in the same class. Take the work mark from the initial letter of the first word of the title, not an article in the nominative case, except when the arrangement is by subject under a class, and the work mark is taken from the author's name; e.g., by biographee, family name, etc.; or from the significant word or filing title, as in the case of some laws. These exceptions are usually noted on special guide cards found in the shelflist or in annotations to Dewey. Catalogers should be careful to observe and continue the use of these special work marks.

Work marks are omitted for the following types of material:

1. Complete or collected works of an author. Always add the date as the third line of the call no.
2. Annual reports.
3. Theses in the chronological series.
4. Works entered under title.

Rev. July 1980

When the arrangement of material is by date rather than alphabetically, as in the case of congresses, laws, etc., the date takes precedence over the work mark. For examples, see special book number scheme for constitutions given in the Shelflist under 342. The date in the call no. is to be the date of the meeting of the congress, not the date of the publication of the proceedings, etc. In order to keep the various publications of a conference together, a work mark may be added following the date:

C76 Acts of . . .
1972a
C76 Proceedings of . . .
1972p

6.1A1-6

BEST COPY AVAILABLE

On older L.C. cards, the author's name in the possessive case often appears as the first word of the title. When using these cards, take the work mark from the first word, not an article, of the title proper, except when the author's name is an integral part of the title; e.g. Whittier's Snow-Bound. W61s; Whittier's use of the Bible [Quotations] W61w.

Formerly, when the Library collection was very small, it was the practice not to assign a work mark to the first title by an author in any class number. Work marks were assigned only to second and later titles having the same classification number. When cataloging another edition of a title for which a work mark has not been used, but would be used according to present practices, add the old call number. Do not use a work mark if the earlier edition did not have one.

Size Marks. Use Size marks Q. or F. as instructed in revised section Si 9 "Rules Relating to Book Size".

Other Symbols. Besides size marks, other symbols are prefixed to classification numbers as follows:

1. The lower case x is used for all material kept permanently in the Rare Book Room, which includes all books printed before 1700, all American books printed before 1821 (and later for some States) and other rare material as acquired for the Rare Book Room. For the dates of early imprints in the various states, see p. R18-1.
2. A capital M indicates a music score in the Music Library. A capital P is used for pamphlets which are broadly classified and uncataloged. A group of European War pamphlets are the only remaining group so marked.

The following prefixes are used as shown:

STRIPPABLE			SPECIAL NON-STRIPPABLE
DEWEY	LC	SPECIAL (can precede other prefixes)	SPECIAL (NON-STRIP)
ANYL.	ANYL.	ANYL.	A. = 070
BASK	BASK	BASK	B. = biography
CHART	CHART	CHART	C. = college/univ. pub
DIORAMA	DIORAMA	DIORAMA	*CASS
EEC.	EEC.	EEC.	CDISC
FLCRD	FLCRD	FLCRD	CURR.
FLSTRP	FLSTRP	FLSTRP	*DISC

6.1 A1-7

STRIPPABLE			SPECIAL NON-STRIPPABLE
DEWEY	LC	SPECIAL (can precede other prefixes)	SPECIAL (NON-STRIP)
F.	F.	F.	DOC.
FDSK	FDSK	FDSK	
FILM	FILM	FILM	DOC.ZP
GAME	GAME	GAME	EBO.
HECHT	HECHT	HECHT	ISLDISC.
JAFFE	JAFFE	JAFFE	ISWS.
KPLN	KPLN	KPLN	
LARSEN	LARSEN	LARSEN	LABO.
MERWIN	MERWIN	MERWIN	ORDER
MFICHE	MFICHE	MFICHE	P.
MSLIDE	MSLIDE	MSLIDE	PRECAT.
MCARD	MCARD	MCARD	*ROLL
MURPHY1	MURPHY1	MURPHY1	S.
MURPHY2	MURPHY2	MURPHY2	SE.
MEINE	MEINE	MEINE	SB.
MODEL	MODEL	MODEL	SPXOR.
MPFILM	MPFILM	MPFILM	*TAPE
MP	MP	MP	TEXT.
MS	MS	MS	
MTLY			
NICKELL	NICKELL	NICKELL	
PICT	PICT	PICT	
PURVES	PURVES	PURVES	
Q.	Q.	Q.	
REALIA	REALIA	REALIA	
SMITH	SMITH	SMITH	
SNDBRG	SNDBRG	SNDBRG	
SLIDE	SLIDE	SLIDE	
SRB			
TRNSPR	TRNSPR	TRNSPR	
VIDREC	VIDREC	VIDREC	
WELLS	WELLS	WELLS	
REF	REF	REF	

* Request to change from strippable to Non-strip

Rev. 8-84 6.1A1-8

Devices for Keeping Together Works Slightly Different. When it is desirable for any reason to keep together two works which would ordinarily be separated, add the arbitary figure 1 to the work mark of the second, e.g. Notes to a larger work, a teacher's key to a text book, the abstract of a thesis. Use the letter a for the same purpose, if there is no such work mark or when the symbol for the second work would follow a date. For other terms to be used in call numbers see p. A 29.

Editions. For new numbered editions of current books or when the statement reads: New edition, Revised edition, etc., use the date of the work as the third line of the call number. Use the date in the call number to distinguish another edition which is issued by a different publisher or in a different place, although the text has not changed. Use the date in the call number for anything other than the first edition, whether the Library has the earlier edition or not.

Continuations Issued too Infrequently to be Treated as Serials. When a list, bibliography, index, or the like, covering a definite period, is later continued and brought up to date by another list, the call number of the continuation is to contain the dates of coverage of the continuation, not its imprint date. The dates should each indicate the century, e.g. 1926-1935.

Translations. In order to keep a translation with the original work, assign the work mark for the translation from the first word of the original title, not an article in the nominative case, and add a colon and a capital letter, indicating the language of the translation, followed by the imprint date for all translations into the same language subsequent to the first catalogued.

839.73 L13a	Lagerlof	Antikrists Mirakler; Roman.
839.73 L13a:E	Lagerlof	The miracles of Antichrist; a novel. tr. by P. B. Flack.

If a work contains both the original and a translation, assign the work mark for the original only and do not attempt to indicate the translation in the call number. For this capital letter by which the various languages are to be indicated, see p. T 682-2.

When the original title cannot be found, take the work mark from the translated title, but use colon and the language letter.

891.73 C41b:E ~~[illegible]~~	Chekhov	The black monk.
891.73 C41c:E	Chekhov	The chorus girl.

This applies also to works in German and the Romance literatures when O is used for individual works.

6.1A1-9

If a work is a compilation of translated poems or extracts from larger works, even if all are by the same author, take the work mark from the translated title, omitting colon and language letter. If only part of the work has been translated, take the work mark from the translated title. Omit colon and language letter, e.g.

595.77 F114l	Fabre	Life of the fly. (A translation of part of the author's Sovenirs entomologiques)

With recurring frequency in recent years because authors of other lands are living in the United States, works are translated into English from the manuscript which was written in a foreign language and published only in English. In these cases, omit colon and language letters; e.g.

320.94 M31t	Mann, Thomas	This peace, tr. from the German by H.T. Lowe-Porter.

For translations of works entered under title, which have cutter numbers but no work mark, add a translation letter without a preceding colon.

Bibliography. When a bibliography of an author's work is classified to stand with his works, add a capital V to the author's number followed by a lower case initial letter of the name of the compiler of the bibliography; e.g.

193 L53Vra	Ravier, Emile	Bibliographie des ceuvres de Leibniz.

the same rul~~l~~e applies to the bibliography of an institution, such as a library: e.g.

027.244 F81Vp	Pierret, Emile	Essai d'une bibliographie historique de la Bibliotheque national

A capital A was formerly used instead of 016 before a class number to indicate a bibliography of the subject. It is a part of the classification number, not a book number. It has long been the intention to reclassify all books marked A to 016 eventually if staff time is available. In the meantime, Cataloguers should use 016 for new editions, even if the Library has an edition classed in A. Do not reclassify the old edition.

Biography. Under B use the initial letter of the author's name as a work mark for any work of an autobiographical nature. Add the figure 1 to this work mark for the first autobiography, distinguishing subsequent autobiographies by the addition of the first letter of the title, following the figure 1; e.g.

G233gl	Garland, Hamlin.	Daughter of the middle border.
G223ga	Garland, Hamlin.	Afternoon neighbors.

6.1 A1-10

Distinguish later editions of each title by the addition of the date to the call number of the later work. If the author of a biography has the same initial as the biographee, reserve the single letter for an autobiography and use two letters from the author's name for the work mark, e.g.

G233gr	The life of Garland, by Graham.

For a biography classed in history, add a capital W to the author number, followed by the initial letter of the surname of the author of the biography or autobiography. For second biography by the same author, take work mark from the first 2 letters of his name. For autobiographies classed in history, add the figure 1 to the work mark the same as for autobiographies classed in B.

No - only use if already established

B E53e1j	Emerson, Ralph Waldo. Journal.
973.915 C77Wc1	Coolidge, Calvin, Pres. of the U.S. Autobiography.

For miscellaneous material by or about A. Lincoln use M instead of W; e.g.

973.7 L63M

Criticism. A criticism of an individual work should stand with the work. Add a capital Y to the work mark followed by a lower case initial letter of the name of the author of the criticism; e.g.

823 D36rYu	Ulrich, Herman. Defoe's Robinson Crusoe.

A second criticism by the same author has the figure 2 added, e.g. D36rYu2. A capital Y is added to the author's number for a general criticism of his works under Philosophy and under American, English, and other literatures, except German, Romance, Slavic and Indic literatures, e.g.

823 D36Yd	Dottin, Paul. Daniel De Foe et ses romans.

A criticism of the work of an artist or musician in classed in the appropriate number in the 700's with cutter number for the artist or musician and work mark for the author of the criticism.

Do not distinguish criticism from biography of chiefs of state and sovereigns.

A criticism of the ideas or work of a person outside the fields mentioned above is classed in the appropriate Dewey number, with the standard subdivision number added (-0924). The criticism is then cuttered for subject, with work mark for the author of the criticism.

6.1A1-11

Concordances and Dictionaries. When a concordance or dictionary of an author is classified with his works, use a capital Z after the author number followed by the initial letter, in lower case, of the name of the compiler of the concordance or dictionary.

Capital Letters for Serials. Use capital letters instead of Cutter or Cutter-Sanborn numbers, except in a few cases, for periodicals, society publications, and newspapers classified in 050-059, 061-079 and under the .05 and .06 subdivisions under general class numbers. Assign the first two letters of the first word of the entry, not an article. If these have already been taken, use the first three letters of the first word. Where this combination is already in the shelflist, add the first letter of the second word as the fourth letter, and so on. Occasionally it is necessary to vary from the rule because of letter combinations already in use under a class number. Do not take letters from the title if an entry is under author, except in unusual cases.

Under 061-069, take the letters from the heading for the corporate body. If this rule has not been followed for publications of an organization already classed in a number, assign the letters for the new publicaitons in accordance with the cutter numbers; under 371.106 assign the cutter number from the name of the State for publications issued by the State divisions of United States government organizations. Under 382.05, use Cutter numbers instead of letters for periodicals issued by agencies of the United States government.

Use 060 to include international conferences and congresses too broad in scope to classify by subject; also works about them. Use cutter numbers under 060 for both serials and non-serials, but all capital letters for serials in 061-069.

Treatises about a Particular Periodical, Academy, or Society. Use the class and book number of the periodical, or in the case of a society, of the first serial publication, followed by the figure 2 (assigned arbitrarily) and the initial letter of the author's name; e.g.

052 GE2c	Carlson, Carl Lennart.	The first magazine: a history of the Gentleman's magazine.
071	Kinsley, Philip.	The Chicago Tribune.

Revised December 1982 A. Wajenberg

6.1A1-12

Class Numbers for Single Works. When the class number represents a single work, a cutter number based on the main entry for that work is usually redundant, and the call numbers must be made unique by means of work marks and dates. The intent of these instructions is to avoid this redundancy by basing the cutter number on an element other than the work represented by the class no., and to provide a consistent basis for selecting cutter numbers and work marks. There are 3 different levels of specificity with which class numbers are used to represent single works: 1) The class number includes editions and translations of the work, as well as criticisms of it; e.g. 294.5922 Valmiki's Ramayana. 2) There are separate numbers for specific languages; e.g. 220.531 Bible in German. 3) There are separate numbers for specific versions; e.g. 220.5203 Authorized (King James) version of the Bible in Engish.

1. When a single class number includes editions, translations, and criticism of a work, cutter as follows:

Cutter

A1 Editions in the original language.
  Follow this order of preference for determining the work mark:
    Editor (Cutter from entry element.)
    Publisher, distributor, or printer
    Title
  Use date in call number to distinguish later editions by the same editor, or by the same publisher if there is no editor, or with the same title if there is no editor or publisher.

A2 Translations.
  Add capital letter(s) from the language list to indicate the language of the translation, then a colon and a work mark. Follow this order of preference for determining the work mark:
    Translator (Cutter from entry element)
    Designation of version (e.g. Oxford version)
    Publisher, distributor, or printer
    Title.
  Follow the instructions under A1 for use of date in call number.

Aa-Z Criticism, interpretation
  Cutter for main entry, and follow standard practice.

Example:

294.5922 Valmiki. Ramayana. [Note that this work may also be classed in Sanskrit literature, 891.2]

Editions ok on next page

A1g Srimad Valmiki-Ramayana : with Sanskrit text and English translation / edited by Chimmanlal Goswami.

6.1A1-13

Editions ex	Algo 1980	Valmiki Ramayana : eastern recension / edited by Gaspare Gorresio. — Facsim. Indian ed. ... 1980-1981. — Originally published 1948.
	Alh	Ramayana. — Rohri [West Pakistan] : Hari-Shewa Satsang, 1966.
Translation ex.	A2E:d 1966	The Ramayana : epic of Rama, prince of India / condensed into English verse by Romesh C. Dutt. — . . . 1966. — Reprint of the 1944 ed.
	A2E:g	The Ramayan of Valmiki / translated into English verse by Ralph T.H. Griffith.
	A2I:g 1869	Il Ramayana di Valmici / per Gaspare Gorresio. — 2a ed. — ... 1869-1870.

2) When a single class number is used for translations of one work into one language, follow this order of preference for determining cutter number:

Translator
Designation of version (e.g. Lubecker Bibel)
Publisher, distributor, or printer
Title

Example: 130 00 Bible. ‡p O.T. ‡p Ecclesiastes. ‡l English. ‡s Authorized. ‡f 197
call # = 223.805203
Au e

Use title for work mark, even if you have already cuttered from title. Add date to call number to distinguish later editions of the same translations, or when translator or name of version is unknown, to distinguish translations issued by the same publisher, distributor, or printer, or when this information is also unknown, to distinguish translations with the same title. For criticisms of a specific translation, add Y to the work mark, followed by a lower case initial letter from the main entry.

For works about more than one translation, use cutter number A1 and take work mark from main entry.

For collections of more than one translation (e.g. the English Hexapla), use cutter number A2 and follow this order of preference for determining the work mark:

Editor or compiler (Cutter from entry element.)
Publisher, distributor, or printer
Title

Use date in call number to distinguish later editions by the same editor or compiler, or by the same publisher if there is no editor or compiler, or with the same title if there is no editor, compiler, publisher, distributor, or printer.

Example:

Example:
The Old Testament in Syriac, Peshitta version
220.43
P O

	220.531	Bible in German
Editor	220.531 Als	Schulze, Friedrich. Deutsche Bibeln, vom altesten Bibeldruck bis zur Lutherbibel.

6.1 A1-14

publisher	Am35b	Die Bibel, oder, Die ganze Heilige Schrift des Alten und Neuen Testaments. — New York : Amerikanische Bibelgesellschaft, 1874.
Later ed	L977b 1545	Biblia, das ist, Die gantze Heilige Schrift, Deudsch / auffs new zugericht D. Mart. Luther.... — 1545.
	L977b 1972	Die Bibel, oder, Die ganze heilige Schrift des Alten und Neuen Testaments nach der Ubersetzung Martin Luthers. — c1972.
criticism	220.531 L977bYr	Reu, M. Luther's German Bible : an historical presentation together with a collection of sources / by M. Reu.

3) When a single class number is used for one version of a work, follow this order of preference for determining cutter number:

The first person named prominently in the book. (For the definition of "prominently", cf AACR 2, rule 0.8.) 1.2 Exception: Do not cutter for a person identified with the version represented by the class number; e.g., do not cutter for King James in the number for the Authorized (or King James) version of the Bible.

used in a formal statement from one of prescribed sources of info

The first corporate body named in a statement of responsibility.

A distinctive designation of the edition, whether it occurs in an edition statement, in a series statement, or in the title, or at head of title (e.g., Anchor Bible)

Publisher, distributor, or printer.

Title.

Use title for work mark, even if you have already cuttered from title. Use date in call number to distinguish later editions of books for which the cutter numbers are based on the same term.

Example:

220.5203	Authorized (or King James) version of the Bible in English
N331h	Holy Bible : the new King James version, containing the Old and New Testaments. — Nashville : T. Nelson, c1982. [Cuttered for Nelson]
P769e	The English version of the polyglott Bible : containing the Old and New Testaments : with marginal readings, together with copious and original selection of references to parallel and illustrative passages : edited in a manner hitherto unattempted. — Northampton : J.H. Butler, 1835. [Cuttered for polyglott Bible]
R259r 1980	The Reese chronological Bible : King James version / the authorized edition of the original work by Edward Reese. — Minneapolis, Minn. : Bethany Fellowship, 1980. — Republication of The chronological Bible ... published in 1977. [Cuttered for Reese]

6.1A1-15

CUTTER TABLES and CUTTER LINES

Cutter Three Figure Author table

Use this table as the basis for assigning book numbers for all newly established authors:

a) Use one letter for consonants (except S).
b) Use two letters for all vowels and S (except SC).
c) Use three letters for SC.

N.B. When the entry begins with initials, use the cutter number for the complete initialism, not just the first letter, and not for the word for which the first letter stands (i.e. for NAM Digest, cutter from "NAM," not from N, and not from National.

****

++ **Create and maintain uniqueness** for an author within a specific class number via a single cutter number for that author. For **all newly established headings,** use the complete number as given in the table. For **a previously established author,** a shorter or expanded cutter number may have already been used/established in that specific class number for that same author. Always continue to use a previously established cutter number for an author in order to **provide consistency** within the catalog.

****

CUTTER LINES for LITERATURE

"Regular" two line (author cutter on second line):

a) American
b) English
c) Scandinavian
d) Other Germanic
e) South/Latin American
f) Iranian/Persian
g) Celtic/Gaelic
h) Afro-Asiatic

Two line (author cutter first line; book # scheme second line):

a) German
b) Romance literatures

Three line (author cutter second line; book # scheme third line):

a) "Literatures of other languages"
b) Modern Indic
c) Slavic

N.B. If a work deals with both 810's and 820's, class with 820's (also: Canada with 810's; New Zealand with 820's).

6.1A2-1

27 February 1989

To: OCLC Cataloging Staff

From: Rhoda R. Engel RRE

Re: Dewey 20

At the Cataloging Policy Advisory Committee meeting on February 20, application of Dewey 20 was discussed. Decisions regarding Dewey 20 are:

A. UIUC will start using Dewey 20 on March 1, 1989.

B. The general guideline in applying Dewey is to restrict class numbers to 11 digits (veterinary medicine is an exception). Catalogers are to use judgement in shortening numbers within the 11 digit guideline.

C. Variations from the Dewey schedules are:

1. Continute current practice for literature: i.e., use Dewey for 80x numbers, use special UIU scheme and modified Dewey for individual literatures.
2. Continue current practice for biography and criticism of philosophers.
3. Continue current practice for works by and about artists.

D. Major changes in Table 1

1. -0223 maps relating to a specific subject
   With Dewey 20, maps are to be classed with subject plus standard subdivision -0223
2. -08 topic with respect to kinds of persons
   Note long list of new numbers for common groups such as women, children, poor, etc.
3. -092 persons
   Individual biography is now -092, not -0924. Collective biography is still -0922. Continue to use a number already established for an individual: if no number has been established, apply Dewey 20.

   Discontinue UIUC variance at 791.43 (persons associated with movies), 780.92(3) (persons associated with music), and use of W for heads of state in history numbers. Apply standard Dewey practice when establishing numbers for new persons in these areas. Contine to use a number previously established for an individual.
4. -093-099 treatment by specific area
   Note the new provision for adding certain standard subdivisions following an area number. E.g., 19th century agriculture in Illinois, 630.9773C9034.

E. Other points

1. Continue current practice of Cuttering by school at 378.+geog. no. for works about a specific institution.
2. Discontinue Cuttering by city at 711.409+geog. no. for individual city plans.
3. Instructions to arrange alphabetically by group at -963, -97, and -98 in Table 5 have been dropped. We will follow the new practive. Note the new group numbers at -97 and -98.

6.1B1-1

BEST COPY AVAILABLE

In addition to changes in Dewey, there are some changes in applying AACR2 that LC is implementing with the revised printing. We will apply the changes to copy when adding information to the record.

A. Stop counting pages in unpaged books, use "1v. (unpaged)" instead. (Pages will be counted for children's books and for rare books.)

B. Stop indicating types of illustration in most cases. Use of "ill." will be routine to cover all types. If a type of illustration is particularly important for a specific work, it can be indicated by type.

C. Use "Includes bibliographical references" for all types of bibliography notes. "Bibliography: p.n-n" may still be used.

LC is also changing their interpretation of rule 24.18, type 3, to say that the adjective "National" in a government body's name will be considered distinctive enough to enter the name independently, even though the name has no other distinguishing element. E.g., National Gallery, presently entered under Great Britain, will be changed to direct entry - National Gallery (Gt. Brit.). We will use the form found in the LC authority file.

BEST COPY AVAILABLE

6.151-2

ROUTINE FOR COUNTING STATISTICS

This library has adopted, in general, the recommendation of the Association of Research Libraries and the report form issued by the United States Dept. of Education as the basis for its statistics count.

If you catalog serials, please write "Serials" at the top of your report form. If you catalog both serials and monographs, submit separate report forms for each. TURN IN A REPORT FORM EACH MONTH, even if you have nothing to report.

Titles: Typed copyslips:

Count here all the typed copyslips for new cataloging that have been turned in during the month, even if the cataloging is based on cataloging found elsewhere (e.g., in OCLC, NUC, LC).

UIUC theses: For doctoral theses, count 1 "printed text" title and 1 "item added", and 1 microfilm title ("Microforms") and 1 "Microforms item added". For masters' theses, count 1 "printed text" title, and 2 "printed text items added".

Analytics: Do count titles added for analytics.
Do NOT count "items added" for analytics. These have already been counted.

All other titles: Count here all titles cataloged using typed copy slips, except "UIUC theses" and "Analytics".

Titles: OCLC printouts:

Count here titles new to this library that are cataloged using printouts of matching cataloging found in OCLC. If titles are counted here, they are not to be counted in the preceding columns.

Titles recataloged:

Count here bibliographic records in FBR for which corrections are requested. (Do NOT count authority records for which corrections are requested.) Also, count here titles already represented in the UIUC card catalogs which are newly added to FBR, whether by means of typed copyslips or OCLC printouts. Count here also titles for which call number corrections in LCS are requested.

Titles processed uncataloged:

Includes material added to a vertical file, or material received for cataloging which on examination, proves to be an added copy or added volume.

6.1C1-1 rev.8/86

Titles discarded uncataloged:

This consists of material ordered on funds controlled by the unit that receives the material for cataloging. It also includes gifts authorized by the unit that receives them for cataloging. If it is determined that this material is not worth being added to the permanent collection, it may be discarded uncataloged. NOTE that this option is not available for material acquired in any other way (e.g. European blanket order material, cat. as sep. serials, gift collections accepted by Bibliographic Services or the Collection Development Officer, material acquired on general research funds.)

Items added:

1) "Printed text": Count each copy of each physical volume received for cataloging. Count the volumes, even though they may later be bound together. However, if parts are issued in a single volume by the publisher, count only one volume. Do not count material in a pocket in the back or front of a volume, or laid loose in a volume. If you are cataloging broadsides or other separate sheets, count each sheet, and list them separately from volumes..

2) "Microforms": Count and specify the number of reels of microfilm, the number of sheets of microfiche, the number of cards of microcards or microprint.

3) "Computer files": Count the number of physical units on which the files are recorded (e.g., the number of floppy disks, cassettes, etc.)

4) "Manuscripts": When cataloging individual manuscripts or small collections, count each physical item (e.g., each volume or each sheet for loose manuscripts.) When cataloging a large collection, give here the number of linear feet it occupies on a shelf or shelves.

5) "Music scores": When cataloging a score with parts, count separately the score and each part.

6) "Sound recordings": Count each physical item received for cataloging (e.g. each disc in an album, each cassette in a set.)

7) "Motion pictures and videorecordings": Count the number of reels or cassettes received for cataloging.

8) "Graphic materials": Count each separate physical item; e.g. the number of flash cards in a set, the number of slides in a set.)

9) "Other": Count the number of separate units in the title being cataloged. Count the separate components in a kit, the number of slides in a set of microscope slides, the number of separate maps in a set of loose maps. However, count a game as one item; do not count the number of pieces in the game.

6.1C1-2

STATISTICS: Count of Volumes

The count of statistics is to be according to the bibliograhic unit. However, if the volumes are bound into a greater number than the bibliographic count, the count is to be according to the actual physical volumes.

For example:	3v. in 15	will count as 15v.
	3v. in 1	will count as 3v.

Interpretation of cataloging categories

The categories of cataloging as listed on the green statistics cards and on the monthly statistics sheets should be interpreted as follows:

LC—Includes Title II cards, LC cataloguing copied from the printed catalogue, or complete LC cataloging from the terminal.

NUC—Cataloguing from libraries other than LC copied from the NUC, or CIP taken either from the book itself or from the terminal.

Original—Copy prepared at UI, although it may be based on LC or other cataloguing for another edition.

8/3/76 Catalog Dept.

6.1C1-3

Memorandum

LIBRARY OF CONGRESS

TO : Section Heads
(descriptive cataloging units)

DATE: August 24, 1989

FROM : Ben R. Tucker BRT
Chief, Desc Pol

SUBJECT : Early implementation of two new ideas: series and bibliography notes

As indicated in the RI drafts recently circulated, we have decided to trace all series and to include the pagination of single bibliographies in the notes for same. We have been asked to implement these two changes immediately. Effective Monday, August 28, 1989, begin to apply the following two instructions, which will appear in the supplement to the RIs after the next one (approximately six months hence):

1. Trace all series being newly established. For the time being leave earlier established ones untraced if that was the earlier decision.

2. When the book has a single bibliography, include its pagination within parentheses following the uniform, single wording for bibliographical references:

Includes bibliographical references (p. 310-311).

cc: L. Rather
J. Byrum
D. Glasby
J. Heynen
M. Pietris
S. Vita
F. Protopappas
NLM
NAL
Desc Pol

Item 1 of this memo should make our life easier as the new policy is implemented.

For item 2, note the change in policy re bibliography notes. We will follow the new policy for CIP and K lvl (and equivalent) records. Do not change notes on I lvl printouts. Inputters will complete CIP note.

Rhoda
10-4-89

BUY U.S. SAVINGS BONDS THROUGH THE PAYROLL PLAN

6-19-89

From CSB no. 44

LC reinstated

LC is no longer going to add the note "Includes index" to their catalog records. So we will not add it to OCLC records. However, if the note is present, do not delete it.

We can use the "Includes bibliographical references" note if adding a note to an OCLC record. But do not change a note with specific paging to this form.

Rhoda

---

p. 24

Bibliography Note

If a publication contains bibliographical citations in any form, use the following note:

Includes bibliographical references

Indexes

Do not make a note for the presence of an index: if, however, the item contains an index to its own contents, indicate this fact by adding the value "x" to the machine-readable record (008/31).[5]

Bair
Betzold
Curtis
Deng
Friedman
Nance
✓Nordheden RDN
Rash
Ruan
To

6.1D2-1

Summary of proposed changes to cataloging due to German reunification

DESCRIPTIVE CATALOGING:

Corporate headings: The heading Germany will be used for the government prior to division and for the post-reunification government. The headings Germany (East) and Germany (West) will be used for those governments during the time of division. As a practical matter of application, corporate headings for the reunified government will be used in main or added entries for works with an imprint date of 1991 or later.

Country of publication codes: The codes ge for East Germany and wb for West Berlin will be discontinued. All places within Germany will use the code gw.

SUBJECT CATALOGING:

Subject headings: The heading Germany will be used for the pre- and post-division time periods and for works on East and West Germany collectively. The headings Germany (East) and Germany (West) will be used for those countries individually during the time of division and for the corresponding eastern or western parts of Germany.

Indirect subdivision: Places within Germany will be divided indirectly through Germany, not through Germany (East) or Germany (West). This includes Berlin, which will no longer be used directly.

Geographic area codes: The code e-gx will be used for Germany as a whole. The code e-ge will be used for the country or region of East Germany. The code e-gw will be used for the country or region of West Germany. All other places within Germany, including places within East or West Germany, will use the code e-gx.

IMPLEMENTATION:

Notes in authority records will be updated to reflect the changes.

An investigation will be made whether the subject headings on existing bibliographic records can be changed with a special project.

from CPAC 11-12-90

follow for upgrades of minimal level cataloging

and when adding subjects entries to other OCLC copy

Bob

6.1D3-1

UNITED STATES GOVERNMENT

Memorandum

LIBRARY OF CONGRESS

TO: Subject cataloging staff
(PLEASE CIRCULATE AS APPROPRIATE)

DATE: May 19, 1992

FROM: Subj Pol

SUBJECT: Headings for the former Soviet republics

After extensive consultations with cataloging and reference staff, the Geography and Map Division, the Office for Descriptive Cataloging Policy, and the Office for Subject Cataloging Policy have reached a consensus on the post-1991 headings for the former republics of the Soviet Union. All the headings are based on English-language forms authorized by the United States Board on Geographic Names. The headings are as follows:

Armenia (Republic)
  (Heading valid also for 1918-1920)
Azerbaijan
Byelarus
Estonia
Georgia (Republic)
  (Heading valid also for 1917-1921)
Kazakhstan
Kyrgyzstan
Latvia
Lithuania
Moldova
Russia (Federation)
Tajikistan
Turkmenistan
Ukraine
Uzbekistan

The Office for Subject Cataloging Policy will undertake, as a special project, to remove the earlier headings from the SUBJECTS file and LCSH, and to replace them with the new forms above. These changes will begin appearing on weekly lists shortly, and should be completed within the next few months. In the meantime, *subject catalogers should begin using these new headings immediately* both as main headings and as geographic subdivisions. Period subdivisions established under the existing headings may be used under the new headings as well, since, for the most part, we expect to leave them intact as we replace the earlier headings with the new forms.

6.1D4-1

Effective immediately, the heading **Soviet Union** is to be used only for the period 1917-1991. For the pre-1917 period, the heading **Russia** is reinstated as a valid subject heading. For the post-1991 period, two headings are available for use:

Commonwealth of Independent States

> Note that this heading is a corporate body heading, tagged 110, and is *not* to be used as a geographic heading. It should be used only for works that deal specifically and explicitly with the political organization established in 1991.

Former Soviet republics

> This subject heading, which will appear on weekly list 92-23, is a geographic heading tagged 151. It is to be used for works that deal collectively with the independent countries that emerged from the dissolution of the Soviet Union in 1991.

We will begin using these headings for subjects and for geographic subdivisions of subjects. It will take a while to change the subject headings for the republics in FBR. The new names of the former republics can be used in name headings for works issued after 1990. Presumably, the earlier headings will remain valid for works issued before 1990.

Arnold Wajenberg, Principal Cataloguer

6.1D4-2

"China (Republic : 1949-)." For the province of Taiwan, use "Taiwan."

2) *Germany*. For the Federal Republic of Germany, use "Germany (West)" for 1949-1990 and "Germany" after 1990. For the German Democratic Republic, use "Germany (East)."

3) *Great Britain*. For the United Kingdom, use "Great Britain."

4) *Korea*. For Korea until September 1945, including the Japanese occupation (1910-1945), use "Korea." For Nam Chosŏn Kwado Chŏngbu (South Korean Interim Government, 1947-1948), the American occupation government (1945-1948), and the republic of Korea, use "Korea (South)." For the Soviet occupation government (1945-1948) and the Democratic People's Republic of Korea, use "Korea (North)."

5) *London*. In dealing with London, use the following headings:

a) Use "Corporation of London" for items from the entity bearing this name that has administrative control over the 677-acre City of London.

b) Use "Greater London Council" for items from the former entity bearing this name that had administrative control over the 32 London boroughs that made up "Greater London" (excluding the City of London). (The entity ceased April 1, 1986.)

c) Use "London (England)" as the qualifier added to corporate headings (even though the body concerned is located in a borough or in the city of London) or as the entry element for cross references from place.

6) *Soviet Union*. For the former Union of Soviet Socialist Republics, use "Soviet Union."

For the republics that constituted the Soviet Union, use the following headings:

Before 1992	*After 1991*
Armenian S.S.R.	Armenia (Republic)
Azerbaijan S.S.R.	Azerbaijan
Byelorussian S.S.R.	Byelarus
Estonia	Estonia
Georgian S.S.R.	Georgia (Republic)
Kazakh S.S.R.	Kazakhstan
Kirghiz S.S.R.	Kyrgyzstan
Latvia	Latvia
Lithuania	Lithuania
Moldova (*Before 1990*: Moldavian S.S.R.)	Moldova
Russian S.F.S.R.	Russia (Federation)
Tajik S.S.R.	Tajikistan
Turkmen S.S.R.	Turkmenistan
Ukraine	Ukraine
Uzbek S.S.R.	Uzbekistan

7) *Washington, D.C.* For Washington, D.C., use "District of Columbia" as the heading for the government of this name. Use "Washington (D.C.)" only as a location qualifier or as the entry element for cross references from place.

25.9. SELECTIONS. [Rev.]

When deciding if an author writes in only one form (25.9) or writes in two or more forms (25.10), assume that the author writes in two or more forms.

Assign the collective uniform title "Selections" to a partial collection of non-musical works in more than one form if the title proper of the collection is inadequate (cf. LCRI 25.10) or if the works in the collection are translations. Apply these criteria to both single and multipart items.

6.1D4-3

BEST COPY AVAILABLE

//

TO: Members of OCLC Unit

FROM: Linda Bial Linda

RE: Guidelines for accepting OCLC copy

The attached set of guidelines is from the minutes of the May 10 Cataloguing Heads Meeting. It should prove useful when you need to determine whether a record matches the piece in hand, or whether a new record needs to be created by Original Catalguing.

6.1D5-1

Guidelines for Determining Copy vs Original Cataloguing

Title field (245) Title must be the same as on piece.

Edition field (250) Must be a true edition statement, not a printing statement serving as an edition statement, in order to be done as original cataloguing. Language publications are unpredictable. For example, in German there are two words for edition: die Ausgabe, which is restricted in use, and die Auflage, which is ambiguous. Ausgabe refers rather to a mode of publication than to a body of copies, and is commonest in compounds like Gesamtausgabe, complete edition; Volksausgabe, popular edition. Auflage, the word for successive editions, can also mean impression; indeed dritte und vierte Auflage.is very like our third and fourth thousands. A less equivocal word for impression is Druck. Auflage will usually be preceded by an ordinal number or by some word indicating revision, such as neue, neu bearbeitete, durchgesehene, revidierte, erweitete (enlarged) and so forth. On the other hand unveränderte Auflage indicates a straight reprint. An offprint is usually Sonderdruck.
In Romance languages, "edición," "édition" and the cognates are ambiguous; they may mean either printing or edition. Look for additional evidence.

Place, Publisher, Date (260) If place on piece varies from that on the OCLC copy, that does not constitute a different publication and should be processed by the Rapid Unit. Variations in publisher between the piece in hand and the OCLC record constitutes a different edition and should be catalogued by the original cataloguers. If the copyright date on the piece differs from the copyright date on the record, this constitutes a different edition and should be catalogued by the original cataloguers. If the date used on either the piece or the record is a renewal of copyright date, this does not constitute a different edition and should be processed by the Rapid Unit. All other changes in date do not constitute different editions.

Paging (300) If paging is different between piece in hand and the OCLC record, this requires a new record and should be catalogued by the original cataloguers. The absence of preliminary pages does not constitute a different edition. A difference in one page in the concluding pages of a piece does not constitute a different edition *

Size This depends, but usually no new record should be created

Series (4XX) If series differs on piece from that on the record, original cataloguing is required. If the series appears on the piece but not on the OCLC record, this does not constitute a different edition and should be processed by the Rapid Unit. If the series appears on the record but not on the piece this constitutes a different edition and must be catalogued by the original cataloguers.

* Rapid can make a record with paging into an open volume record without having to create a new record if it's clear that subsequent vols. weren't expected when first vol was catalogued.

BEST COPY AVAILABLE

J.cai

June 21, 1983

TO: Cataloguing staff

FROM: Arnold Wajenberg

RE: Guidelines for determining copy vs original cataloguing

Please add the following section to your guidelines for determining copy vs original cataloguing:

* Paperback vs hard cover ed. Do not create separate records in the data base for paperback and hard cover editions of the same book. Disregard the presence or absence in books or cataloguing copy of phrases used to identify a publisher's paperback books (e.g. Phoenix books, Illini books,edition), even though they resemble series or edition statements. There may be separate ISBN numbers for the card cover and paperback versions. Both may be recorded, in separate 020 fields, in the same record.

6.1D5-3

INITIAL ARTICLES

Add a qualifier to the heading for a jurisdiction that does not conflict with the heading for another jurisdiction when

1) the heading for the jurisdiction is the same as the name of a geographic area but the territory governed by the jurisdiction varies significantly from the geographic area;

West Indies (Federation)
(*The heading for Federation of the West Indies, which consisted only of some of the British possessions in the Caribbean; West Indies is a subject heading that covers all the islands in the Caribbean*)

Pacific Islands (Trust Territory)
(*The heading for Trust Territory of the Pacific Islands, which consists of the Caroline, Marshall, and Mariana Islands; without the qualifier the heading could mean the subject heading for all the islands of the Pacific Ocean*)

2) the heading for the jurisdiction is the same as the name of a geographic area but the name of the jurisdiction has ceased.

New Guinea (Territory)
(*The heading for Territory of New Guinea, which ceased in 1942; New Guinea is a subject heading for the island which contains the current jurisdictions Papua New Guinea and Propinsi Irian Jaya*)

INITIAL ARTICLES

Initial articles are normally deleted from certain access points; when this is true, they are deleted whether in the nominative case or in some case other than the nominative. It is necessary to recognize initial articles, distinguishing them as necessary from other words that happen to be spelled the same as articles (cf. the English, Portuguese, etc., article "a" and the French, Italian, etc., preposition "à" or "a"; or languages that use the same form both for an indefinite article (comparable to English "a") and the number "one.") Such words when not serving as initial articles are retained. Also retained are plural indefinites, whether they have the form of articles (Portuguese "umas," Spanish "unos," etc.) or not (English "some," French "des," Italian "qualche," etc.) Below is a list of initial articles. For the details of this policy as applied to bibliographic description and access points, see the following LCRIs:

LCRI 1.0, for bibliographic description
LCRI 21.30J, for titles traced explicitly
LCRI 21.30L, for series tracings
LCRI 22.4, for personal names
LCRI 23.2, for geographic names
LCRI 26.1, for cross references

List of Initial Articles

a	English, Gallegan, Hungarian, Portuguese, Romanian, Scots, Yiddish
a'	Gaelic
al	Romanian
al-	Arabic, Baluchi, Brahui, Panjabi (Perso-Arabic script), Persian, Turkish, Urdu (*N.B. "al-" is meant to cover all the spellings in romanization, e.g., "as" in "as-sijill"*)
am	Gaelic
an	English, Gaelic, Irish, Scots, Yiddish
an t-	Gaelic, Irish
ane	Scots
ang	Tagalog
ang mga	Tagalog

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6.1D6-1

as	Gallegan, Portuguese
az	Hungarian
bat	Basque
bir	Turkish
d'	English
da	Shetland English
das	German
de	Danish, Dutch, English, Friesian, Norwegian, Swedish
dei	Norwegian
dem	German
den	Danish, German, Norwegian, Swedish
der	German, Yiddish
des	German
det	Danish, Norwegian, Swedish
di	Yiddish
die	Afrikaans, German, Yiddish
dos	Yiddish
e	Norwegian
'e	Friesian
een	Dutch
eene	Dutch
egy	Hungarian
ei	Norwegian
ein	German, Norwegian
eine	German
einem	German
einen	German
einer	German
eines	German
eit	Norwegian
el	Catalan, Spanish
el-	Arabic
els	Catalan
en	Catalan, Danish, Norwegian, Swedish
et	Danish, Norwegian
ett	Swedish
eyn	Yiddish
eyne	Yiddish
gl'	Italian
gli	Italian
ha-	Hebrew
hai	Classical Greek, Greek
he	Hawaiian
hē	Classical Greek, Greek
he-	Hebrew
heis	Greek
hen	Greek
hena	Greek
henas	Greek
het	Dutch
hin	Icelandic
hina	Icelandic
hinar	Icelandic
hinir	Icelandic
hinn	Icelandic
hinna	Icelandic
hinnar	Icelandic
hinni	Icelandic
hins	Icelandic
hinu	Icelandic
hinum	Icelandic

6.1D6-2

hið	Icelandic
ho	Classical Greek, Greek
ho-	Hebrew
hoi	Classical Greek, Greek
i	Italian
ih'	Provençal
il	Italian, Provençal/Langue d'oc
il-	Maltese
in	Friesian
it	Friesian
ka	Hawaiian
ke	Hawaiian
l'	Catalan, French, Italian, Provençal/Langue d'oc
l-	Maltese
la	Catalan, Esperanto, French, Italian, Provençal/Langue d'oc, Spanish
las	Provençal/Langue d'oc, Spanish
le	French, Italian, Provençal/Langue d'oc
les	Catalan, French, Provençal/Langue d'oc
lh	Provençal/Langue d'oc
lhi	Provençal/Langue d'oc
li	Provençal/Langue d'oc
lis	Provençal/Langue d'oc
lo	Italian, Provençal/Langue d'oc, Spanish
los	Provençal/Langue d'oc, Spanish
lou	Provençal/Langue d'oc
lu	Provençal/Langue d'oc
m̰ga	Tagalog
m̃ga	Tagalog
mia	Greek
'n	Afrikaans, Dutch, Friesian
na	Gaelic, Hawaiian, Irish
na h-	Gaelic, Irish
ny	Malagasy
'o	Neapolitan
o	Gallegan, Hawaiian, Portuguese, Romanian
os	Portuguese
'r	Icelandic
's	German
sa	Tagalog
sa mga	Tagalog
si	Tagalog
siná	Tagalog
't	Dutch, Friesian
ta	Classical Greek, Greek
tais	Classical Greek
tas	Classical Greek
tē	Classical Greek
tēn	Classical Greek, Greek
tēs	Classical Greek, Greek
the	English
to	Classical Greek, Greek
tō	Classical Greek
tois	Classical Greek
ton	Classical Greek, Greek
tōn	Classical Greek, Greek
tou	Classical Greek, Greek

6.1D6-3

um	Portuguese
uma	Portuguese
un	Catalan, French, Italian, Provençal/Langue d'oc, Romanian, Spanish
un'	Italian
una	Catalan, Italian, Provençal/Langue d'oc, Spanish
une	French
unei	Romanian
unha	Gallegan
uno	Italian, Provençal/Langue d'oc
uns	Provençal/Langue d'oc
unui	Romanian
us	Provençal/Langue d'oc
y	Welsh
ye	English
yr	Welsh

d'oc,

LANGUAGE AND GOVERNMENT PUBLICATION CODES

The text below replaces the information on tagging languages and government publications that was published in *Cataloging Service*, bulletin 124, p. 7-10.

Assignment of Language Codes

Language codes are included in MARC records for retrieval purposes; they permit language to be one of the factors used in various machine searches of the database. The language(s) of the text of an item is represented in the machine record by three-character alphabetic code(s) assigned from the latest edition of *USMARC Code List for Languages*. For purposes of recording language codes, the "text" of a publication refers to the main content of the work, but may also include prefatory matter and appendixes if they are significant.

Input language codes in lowercase. If more than one language code is to be recorded, input all the codes in field 041; also input the first code in 008/35-37. If only one code is to be recorded, input it in 008/35-37 and do not create a 041 field. Note that whenever a 041 field exists in a record, the code in 008/35-37 must be the same as the first code in subfield ‡a of field 041.

1) *Text in one language*. Record the appropriate code.

2) *Text in more than one language*

a) *Predominance*. Record the code for the predominant language first if readily apparent; record codes for all other languages in English alphabetical code order. The predominant language is the one represented by the greater number of pages, etc. If the various segments of text are equal in extent or if predominance is not immediately apparent or if there is doubt as to which language is predominant, record all codes in English alphabetical code order. Note that the order of codes in subfield ‡a of field 041 agrees with the recording of textual language information in field 500 (see LCRI 1.7B2) (or field 546 for serials).

situation: An item in Arabic, English, and French; English is the predominant language.
500 field: English, Arabic, and French
041 field: 0410 ‡a engarafre

b) *Number of codes recorded*. Record as many as six codes for text within an item. If there is text in more than six languages, record the code for the language of the title (first title, if there is more than one) followed by the code "mul" (multilingual).

Note: If the item is in one language but has brief lines (snippets) in another language, do *not* treat the item as multilingual, i.e., do not record a code for the language of the snippets. If, however, the item is basically in one language but has

TALMUD, et al.

Dewey classification:
Talmud per AW
discussion with Linda

24 Jly 84

296.12405
Sa58:E5n

.296.
123
124
125
1262

04 original
.296.12305 translation

A1 = Complete Talmud
A2 = Selections
A2 - Z = Specific parts
(Cutter for text in subfield p

Midrash 296.14 04 original
05 translation

Cutter from individual tractate

296.1405
R932:En

Midrash rabbah. Ruth. English
tr by Jacob Neusner

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6.1D7-1

RULES RELATING TO BOOK SIZE

A. Collation

1. The size of books is to be given in the collation for material cataloged since Jan., 1948.

2. In giving the size, follow AACR 2, rule 2.5D. Remember to round up to the next whole centimetre (e.g., if the spine measures 28.2 cm., record it as 29 cm.)

B. Size Markings

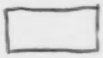
1. The following size categories apply to all books except as noted in 2. below

a. Do not use oversize symbol if the size in collation is 28 cm. or less.

b. Use Q. at the beginning of the class number, but following other prefixes, when size in collation ranges between 29 and 42 cm.

c. Use F. at the beginning of the class number, but following other prefixes, when size in collation is more than 42 cm.

For oblong books, the following size categories are to be used (cf. rule 2.5D2):



a. Do not use oversize symbol if the width given in collation is 24 cm. or less.

b. Use Q. when width in collation ranges between 25 and 35 cm.

c. Use F. when width in collation is more than 35 cm.

2. No size marks are to be used for S-collection material, or for books classified in C. As of June 1983, oversize symbols will be used for all newly catalogued and recatalogued serials. Different sizes determine oversize symbols for music scores. See Music Cataloguing manual.

3. For multi-volume works (serials, sets, etc.), follow these guidelines:

a. Determine oversize symbol for the work and all of its volumes from the size of the largest piece. For example, if a serial has 27 vols., of which 19 are 27 cm. high, 7 are 30 cm. high, and 1 is 44 cm. high, use the size mark F. in the catalogue record and on all the volumes.

6.1E1-1

b. When the volumes of an open entry change in size, Book Stacks or the library holding the work will notify LCS if an oversize symbol needs to be added to the call number, and will arrange for any necessary remarking of pieces. No change will be made in the catalogue record.

c. If a two-volume work consists of a text volume accompanied by an atlas volume or other accompanying printed volume of a different size, assign the oversize symbol appropriate to the larger of the two, whether that is the text volume or the accompanying material.

d. A pamphlet accompanying an oversize volume should be placed in a pocket on the inside of the back cover of the volume whenever practicable. Write on the pamphlet the same call no. as the one used for the volume it accompanies.

Cat. Dept. Sept. 1, 1939
rev. Aug. 4, 1948; Nov. 1973; June 1983

6.1E1-2

ROUTINE FOR CIP COPY

Changes to CIP copy are written in the book in pencil. When making additions to the copy (notes, entries, etc.), write them on the temp in red. Add correct OCLC tags and indicators.

1. Check to ensure that the entry and title proper in the CIP copy matches the piece.

   a. If the entry is for an editor, pencil correct 700 tag and indicator by entry and pencil 245 0x by the title (x is a filing indicator).

   b. Add a conference name as the entry with tag and indicators, if necessary, and change the 245 tag and indicators.

2. Check copy and piece for series; add/delete/change series entry in copy as necessary. If a series in copy begins with an initial article, line through the article.

3. Check the temp: the entry, title proper, publisher, and date must be identical to what is on the piece.

4. Add location indicated by the streamer to the temp.

5. If changes have been pencilled in CIP copy, add circled note to lower right corner of temp: (see changes in CIP)

6. Classify.

   a. In most cases, use suggested Dewey no. in CIP copy; always check the no. in the schedules to verify that it is correct. Write it on the upper left corner of the temp. Add to class no., the initial Cutter letter and the work mark, leaving space for the Cutter no.

   b. For special areas, follow UIU practice or special schemes in assigning the class no. Those areas are: literature, fine arts, biography, biography/criticism of individual philosophers.

Thad. T. Engel
10-29-92

6.1F1-1

University of Illinois Library at Urbana-Champaign

General Policies Governing Rare Books and Special Collections Under the Care of the Head of the Rare Book and Special Collections Library

Books belonging to any of the following categories are to be sent to the Rare Book and Special Collections Library:

1. Early imprints issued prior to the dates indicated below:

   Europe 1701 (except British Isles 1801)
   United States and possessions 1851 except
     Alaska 1901 Arizona 1891 Arkansas 1871 Boston 1821
     California 1876 Chicago 1872 Colorado 1877 Florida 1861
     Hawaii 1861 Idaho 1891 Iowa 1861 Kansas 1876
     Minnesota 1866 Montana 1891 Nebraska 1876 Nevada 1891
     New Mexico 1876 New York City 1821 North Dakota 1891 Oklahoma 1871
     Oregon 1876 Philadelphia 1821 South Dakota 1891 Texas 1861
     Utah 1891 Washington 1876 Wyoming 1891
   Canada 1901 (except Ontario, Quebec and other eastern provinces 1851)
   Latin America 1851
   Asia 1701
   Africa 1851
   Australia 1851
   New Zealand 1851

   (Note: In the case of periodical, newspaper and other serial sets started prior to and continued after the dates indicated above, only those "early imprint" volumes known to be rare are to be sent to the Rare Book and Special Collections Library)

2. Any book by or about Milton acquired for the Milton collection.

3. A copy of a work printed in an edition of 100 copies or less.

4. Exceptionally fine books, including those in exceptionally fine bindings.

5. Examples of private press publications acquired for the Rare Book and Special Collections Library.

6. Expensive publications. (Ordinarily those priced at $300 or more per volume)

7. Books known to be scarce and, therefore, difficult to replace.

8. A book acquired for one of the special collections of the Rare Book and Special Collections Library. (e.g., the Wells Archive, the Heine Collection, etc.)

9. A facsimile of a book which in the original is considered a rare book, may also be sent to the Rare Book and Special Collections Library.

10. Books associated with famous persons, with or without autographs, may also be sent to the Rare Book and Special Collections Library.

11. Manuscripts, except those within the scope of the University Archives and the Illinois Historical Survey.

12. Imprints from the Confederate States of America.

Rev. 11-90

6.1G1-1

NORMA RASH

Foreign Words Commonly Encountered in Searching

Letters in parentheses indicate language:
(F) French
(G) German
(I) Italian
(S) Spanish
(N) Norwegian

Abdruck (G) 'impression, printing'

actes (F) 'proceedings, transactions'

Anhang (G) 'appendix'

annuaire (F)
annuario (I) } 'annual'
anuario (S)

Anstalt (G) 'institute'

Auflage (G)
Ausgabe (G) } 'edition'

ausgewählt (G) 'selected'

Ausstellung (G) 'exhibition'

Auswahl (G) 'selection'

auteur (F)
autor (S) } 'author'
autore (I)

Autorenkollektiv (G) 'various authors'

avec (F) 'with'

Band (G) 'volume'

bearbeitet (G) 'adapted'

Beitrag (G) 'contribution, article'

berechtigt (G) 'authorized'

Bericht (G) 'report, bulletin'

biblioteca (S)
Bibliothek (G) } 'library'
bibliothèque (F)

dudas 5-81

6.1H1-1

boletín (S) lettino (I)	'bulletin'
Buchdrucker (G)	'printer'
collaborateur (F)	'collaborator, assistant'
convegno (I)	'meeting, assembly'
casa editora (S) casa editrice (I)	'publishing house'
colaborador (S) collaboratore (I)	'collaborator, assistant'
comunicacion (S) comunicazione (I) comunicado (S)	'proceedings, transactions'
con (S) (I)	'with'
cuaderno (S)	'booklet, publication'
da (I) di (I)	'by'
Drucker (G)	'printer'
écrivain (F)	'writer'
editorial (I)	'publishing house'
Einführung (G) Einleitung (G)	'introduction'
Ergänzungsband (G)	'supplementary volume'
Erinnerungen (G)	'memoirs'
escritor (S)	'writer'
esposizione (I) exposición (F)	'exhibition'
für (G)	'for'

6.1 H1-2

Gesellschaft (G) 'society'

Heft (G) 'booklet, publication'

herausgegeben (G) 'edited'

Herausgeber (G) 'editor'

impresión (S) 'printing'

impresor (S) } 'printer'
imprimeur (F) }

informe (S) 'report'

Jahrbuch (G) 'yearbook, annual'

maison d'edition (F) 'publishing house'

med – (N) with

fra og med - from + including

mit (G) 'with'

Mitarbeiter (G) 'collaborator, assistant'

Mitteilungen (G) 'proceedings, transactions'

Mitverfasser (G) 'co-author'

chdruck (G) } 'reprint'
Neudruck (G) }

par (F) 'by'

para (S) 'for'

per (I) } 'by, for'
por (S) }

pour (F) 'for'

pubblicazione (I) } 'edition, publication'
publicación (S) }

quaderno (I) 'booklet, publication'

raccolta (I) 'collection

rapport (F) } 'report'
porto (I) }

6.1 H1-3

recueil (F)	'collection'
redactor (S)	'editor'
redakteur (F) (G)	
redattore (I)	
Reihe (G)	'series'
relación (S)	'report'
relazione (I)	
revista (S) (I)	'periodical, journal'
Roman (G)	'novel'
Sammlung (G)	'collection'
Schriftsteller (G)	'writer'
scrittore (I)	
Sonderheft (G)	'special publication'
stampatore (I)	'printer'
suite (F)	'series'
Tagung (G)	'meeting, assembly'
tipografo (I)	'printer'
tirada (S)	'printing'
tirage (F)	
tiraje (S)	
tiratura (I)	
tome (F)	'volume'
tomo (S) (I)	
traducción (S)	'translation'
traduction (F)	
traduzione (I)	
tyding (L)	explanation or interpretation
Übersetzung (G)	

andre utgaava - another {printing / edition}

6.1H1-4

verbessert (G)	'corrected'
Verfasser (G)	'author'
Verlag (G)	'publishing house'
Verlaganstalt (G)	
Versammlung (G)	'meeting, assembly'
von (G)	'by, from'
Vorrede (G)	'preface, foreword'
Vorwort (G)	
Wiederabdruck (G)	'reprint'
Zeitschrift (G)	'periodical, journal'

24. mandawaka; 3.1.25.1. wapitxána, 3.1.25.2. rãi; 3.1.26. maopityán (mapidián); 3.1.27. pali-; 3.1.28. aruã.

Família Arawá. 3.2.1. kulina; 3.2.2.1. yamali, 3.2.2.2. yaruára; 3.2.3. paumari; 3.2.4. i; 3.2.5. arawá; 3.2.6. madihá.

I ias

Karib. 0.1.1. bakairi; 0.1.2.1. nahuk-0 kuikúro, 0.1.2.3. kalapálo; 0.1.3.1. a do Xingu, 0.1.3.2. pariri, 0.1.3.3. txikân, 3.4. apiaká do Tocantins; 0.1.4. palméla; 5. pimenteira; 0.1.6. galibi; 0.1.7. apalai rai); 0.1.8.1. urukuyâna, 0.1.8.2. wayâna; 9.1. hixkaryâna, 0.1.9.2. katxúyana, 0.1.9.3. vái; 0.1.10. wayumará; 0.1.11. makiritáre (magóng, dyeukwâna); 0.1.12. pauxiâna; 0.1.13. ; 0.1.14.1. makuxi, 0.1.14.2. ingarikó, 14.3. waymiri; 0.1.15. taulipáng (taurepã).

Famílias Xiriâna. 0.2.1. ninâm, 0.2.1.1. ninâm

0.6. Família Bora. 0.6.1. miranha (mirânia).

0.7. *Família Múra.* 0.7.1.1. múra do Manicoré (bohurá), 0.7.1.2. mura do Autás, 0.7.1.3. múra-pirahã; 0.7.2. matanawi.

0.8. *Família Páno.* 0.8.1. kaxinawá; 0.8.2. remo (nukuini); 0.8.3. poyanáwa; 0.8.4. marináwa; 0.8.5. amawáka; 0.8.6. kapanawá; 0.8.7. tuxináwa; 0.8.8. yamináwa; 0.8.9. katukina do Gregório; 0.8.10. marúbo (mayorúna); 0.8.11. kulino; 0.8.12. karipuna do Guaporé.

0.9. *Família Txapakúra.* 0.9.1.1. torá, 0.9.1.2. urupá, 0.9.1.3. jarú, 0.9.1.4. wanhâm, 0.9.1.5. pakaanóva; 0.9.2.1. moré, 0.9.2.2. kumaná.

0.10. *Família Nambikwára.* 0.10.1. nambikwára (anunsú), 0.10.1.1. kitanlú, 0.10.1.2. sawentesú, 0.10.1.3. halotesú, 0.10.1.4. waklitesú; 0.10.2. mundúka; 0.10.3. txiwaisú; 0.10.4. galéra (manarisú); 0.10.5. mamaindé; 0.10.6. nikadotisú 0.10.7. sabonês.

0.11. *Família Guaikuru.* 0.11.1. kadiwéu; 0.11.2.

na península Tchuktche, o *koriak* (6 mil) e o *kamchadal*, e Kamtchatka. Ademais, citam-se o *yukaguir*, o *tch vants* e o *guilak*, a leste, e o *ket*, o *kot*, o *assan* e o *ar* na região do Ienissei.

53.1 Existe, principalmente entre os paleo siberianos do norte, uma forte tradição pictogr fica. Mas somente a partir de 1932-1934 se pass a utilizar a escrita, adotado que foi o alfabeto la no pelo Instituto de Povos do Norte, com o fi de combater o analfabetismo, que atingia a qua totalidade da população.

54 **Falares ainos.** Os dialetos ainos são utilizad por povos caçadores e pescadores que se dissoci ram, vivendo hoje em estado sedentário nas r dondezas da Sacalina, não ultrapassando 18 m pessoas no total.

55 **Burushaski.** Também conhecida sob a den minação de *khajuna* ou *kunjuti*, o *burushaski* é um

PORTUGUESE DIALECTS

QUADRO I

48.1 Línguas ameríndias

Macro-Filos	Filos	Famílias (F) e/ou Línguas (L) Principais	Área Geográfica
I	Ártico Americano-Paleossiberiano	Esquimó (L)	Ciclo Ártico
I	Na-Dene	Atapasca (F): Apache e Navajo (L)	Canadá e Alasca (norte), Califórnia (oeste), e Arizona e Novo México (norte)
I	Macro-Algonquino	Algonquina (F): Cree, Algonquin, Fox, Menomini, Blackfoot (L)	Canadá, E.U.A. (norte)
I	Macro-Sioux	Sioux, Iroquês (F)	E.U.A. (leste e centro)
I	Hoka	Pomo, Yuma, Shasta, Tlapaneca, Tequistlateca (F)	Califórnia e México
I	Penuti	Chinook, Yokuts, Maidu, Wintun, Miwok-Costano, Kalaouva, Mixe-Zoque, Totonaca, Maya, Uru-Chipaya (F); Zuñi, Maia, Quiché (L)	E.U.A. (oeste), México, Guatemala, Bolívia
	Azteca-Tano	Kiowa-Tano (F): Kiowa, Tiwa, Tewa, Towa (L); Uto-Azteca [Yuto-Azteca] (F): Nahuatl, Comanche, Shoshone, Iute, Paiute, Hopi, Pápago, Yaqui, Tarakumara, Huinchol, Cora (L)	Oklahoma, Novo México, Califórnia centro dos E.U.A., norte de Honduras
	Oto-Mangue	Mangue, Otomi, Popoloca, Mixteca, Chinanteca, Zapoteca (F)	México, América Central
	Macro-Chibcha	Misumalpa [Misquito-Sumo-Matagalpa], Chibcha, Waikã Barbacoa, Chocó (F)	Panamá, Guatemala, Colômbia, Costa Rica Nicarágua, Venezuela (sul), Brasil (norte) Equador
Jê-Pano-Karib	Macro-Jê	Tacana-Pano, Nambiquara Karib, Witoto, Mataco, Lule-Vilela-Charrua, Huarpe (F)	Brasil, Peru, Bolívia, Guianas, Venezuela, Colômbia, Argentina, Uruguai
Andino-Equatorial	Quechumara	Chon, Záparo, Tukano, Katukina, Tupi, Samuko, Guahibo-Pamigua (F); Quêchua, Aimará (L)	Bolívia, Equador, Peru, Argentina, Brasil, Colômbia, Venezuela, Guianas, Honduras, Guatemala, Paraguai

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6.1 I1-1

QUADRO II

48.2 Línguas ameríndias do Brasil

I - Tronco Tupi

Família	Língua	Dialeto
Tupi-Guarani	Tupi	
	Guarani	Kaiwá
		Nhandéva
		Mbiá
	Xetá	
	Tenetehára	Guajajára
		Tember
		Asuriní
		Suruí do Tocantins
	Apiakâ do Tapajós	
	Tapirapé	
	Kamayurá	
	Kawahib	Parintintin
		Paranawât
		Wirafêd
		Tukumanfêd
		Diahói
		Tenharin
		Júma
		Kayabi
		Urubu (Kaapor)
		Manajé
		Anambé
		Turiwára
		Oyampi
		Emerion
		Karipúna do Uaçá
	Aweti	
	Mawé	
Mundurukú		Mundurukú do Cururu
		Mundurukú do Canumã
	Kuruâya	
Jurúna	Jurúna	
	Xipâya	
	Manitsawá	
Arikêm	Arikêm	
	Karitiâna	
	Kabixiâna	
Tuparí		Tuparí
		Wayoró
		Apitxúm
		Mekên
	Makurâp	
	Kepkiriwât	
Ramarâma		Ramarâma
		Itogapuk
	Urimí	
		Urukú
		Arára do Jiparaná
Mondê	Mondê	Aruâ
		Aruasí
		Digüt
		Suruí do Jiparaná
	Cinta-larga	
	Puruborá	

II - Tronco Macro-Jê

Família	Língua	Dialeto
Jê	Timbíra	Canela
		Krikatí
		Tajé
		Krenjé
		Apinayé
		Krahó
		Gavião do Tocantins
		Apaniêkra
	Kayapó	Kradaú
		Xikrin
		Diôre
		Gorotire
		Kubên-kran-kegn
		Kubên-kragnotíre
		Txukahâmâi
		Kayapó do sul
	Suyá	
	Akwên	Xavante
		Xerente
		Xikriabá
	Kaingáng	Kaingáng do norte
		Kaingáng do centro
		Kaingáng do sul
	Xokléng	
	Jeikó	
Kamakã		Kamakã
		Mongóyo
		Kotoxó
	Meniên	
	Masakará	
Maxakalí	Maxakalí	
	Makoní	
	Monoxó	
	Kapoxó	
	Pataxó	
	Malalí	
Coroado	Coroado	
	Purí	
	Koropó	
Kariri	Kariri	Kipeá
		Dzubukuá
		Sabuyá
Borôro	Borôro	
	Umotina	
	Botocudo	Krekmún
		Naknanúk
		Djiporóka
		Bakuên
		Pojitxá
		Krenák
		Nakrehé
	Iatê (Fulniô)	
	Ofayé	
		Karajá
		Javaé
	Guató	

III - Tronco Aruák

Família	Língua	Dialeto
Aruák		Terêna
		Guaná
		Kinikinâo
		Layâna
	Paresí	
		Waurá
		Mahináku
		Yawalapití
		Kustenáo
		Apuriná
		Kaxararí
	Kuniba	
	Kanamaré	
	Manitenerí	
	Kuxitxinerí	
	Araikú	
	Kariaí	
	Manáu	
	Marawá	
	Uirina	
	Pasé	
	Kayuixâna	
	Jumâna	
		Mariaté
		Wainumá
	Baniwa	
	Baré	
		Warekêna
		Karutâna
		Yurupari-tapuya
		Hohodêne
		Sukuriyú-tapuya
		Ipêka-tapuya
		Tariâna
		Yibôya-tapúya
		Yawaretê-tapúya
		Siusí-tapúya
		Kadaupuritâna
		Ira-tapúya
		Kâwa-tapúya
		Pakú-tapúya
		Tatú-tapúya
		Kuatí-tapúya
	Xiriâna	
	Yabaâna	
	Mandawáka	
		Wapitxâna
		Atorái
	Maopityân	
	Palikúr	
	Aruâ	
Arawá	Kulina	Yamamadí
		Yaruára
	Paumarí	
	Dani	
	Arawá	
	Madihá	

IV - Línguas de tronco ainda não determinado

Família	Língua	Dialeto
Karib	Bakairí	
		Nahukwá
		Kuikúro
		Kalapálo
		Arára do Xingu
		Pariri
		Txikân
		Apiaká do Tocantins
	Palméla	
	Pimenteira	
	Galibi	
	Apalaí	
		Urukuyana
		Wayâna
		Hixkaryâna
		Katxúyana
		Waiwái
	Wayumará	
	Makiritâre	
	Pauxiâna	
	Tirió	
		Makuxí
		Ingarikó
		Waymirí
	Taulipáng	
Xiriâna	Ninâm	Ninâm do Macujaí
		Ninâm do Uraricaá
	Sanumá	Sanumá do Araçá
		Sanumá do Auaris
	Yanomá	Yanomá do Apiaú
		Yanomá do alto Ajaraní
	Yanomâm	Waiká
		Pakidai
Tukâno		Tukâna
		Pirá-tapúya
		Wanâna
		Tatú-tapúya
		Tsêna
		Tuyúka
		Yurití-tapúya
		Bará
		Txúna
		Idemasân
		Yebá
		Kobêwa
		Jibóya-tapúya
		Desâna
		Txirângo
		Yupúa
		Koretú do Apaporis
Makú		Makú do Tiquié
		Makú do Jauareté
		Makú de S. Gabriel
Katukína	Katukína	
	Kanamarí	

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6.1 I 1-2

Lingua	Dialeto
	Kadaupuritâna
	Îra-tapúya
	Káwa-tapúya
	Pakú-tapúya
	Tatú-tapúya
	Kuati-tapúya
iriâna	
abaâna	
andawáka	
	Wapitxâna
	Atorái
aopityán	
alikúr	
ruâ	
ulína	Yamamadí
	Yaruára
umarí	
aní	
awá	
adihá	

tronco ainda não determinado

Lingua	Dialeto
akairí	
	Nahukwá
	Kuikúro
	Kalapálo
	Arára do Xingu
	Parirí
	Txikân
	Apiaká do Tocantins
[illegible]	
[illegible]	
alibí	
alaí	
	Urukuyana
	Wayâna
	Hixkaryâna
	Katxúyana
	Waiwái
yumará	
kiritáre	
uxiâna	
ó	
	Makuxí
	Ingarikó
	Waymirí
lipáng	
âm	Ninâm do Macujaí
	Ninâm do Uraricaá
umá	Sanumá do Araçá
	Sanumá do Auaris
omá	Yanomá do Apiaú
	Yanomá do alto Ajaraní
omâm	Waiká
	Pakidaí
	Tukâna
	Pirá-tapúya
	Wanâna
	Tatú-tapúya
	Tsêna
	Tuyúka
	Yuriti-tapúya
	Bará
	Txúna
	Idemasân
	Yebá
	Kobéwa
	Jibóya-tapúya
	Desâna

Familia	Lingua	Dialeto
	Katawixí	
	Parawá	
Bôra	Mirânha	
Múra		Múra do Manicoré
		Múra do Autás
		Múra-Pirahá
	Matanawí	
Pano	Kaxinawá	
	Remo	
	Poyanáwa	
	Marináwa	
	Amawáka	
	Kapanáwa	
	Tuxináwa	
	Yamináwa	
	Katukína do Gregório	
	Marúbo	
	Kulíno	
	Karipúna do Guaporé	
Txapakúra		Torá
		Urupá
		Jarú
		Wanhâm
		Pakaanóva
		Moré
		Kumaná
Nambikwára	Nambikwára	Kitanlú
		Sawentesu
		Halotesú
		Waklitesú
	Mundúka	
	Txiwaisú	
	Galéra	
	Mamaindê	
	Nikadotisú	
	Sabonês	
Guaikurú	Kadiwéu	
	Guaxí	

V - Línguas e dialetos ainda não classificados em famílias

Língua	
Makú	
Auakê	
Tukúma	
Koerúna	
	Maxubí
	Arikapú
Jabutí	
	Kanoê
	Kapixâna
Huarí	
Aripaktsá	
Irântxe	
Oti	
Kukurá	
Trumái	
Tarairiú	
Xukurú	
Gaméla	

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lingua de 27 mil falantes, nos Estados paquistaneses de Hunza e Nagir e no distrito de Jasin.

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LINGUAGEM

Linguagem e lingua .... I 1-
Bibliografia .... I.
Funções da linguagem .... II. 1
Bibliografia .... II.
Patologia da linguagem .... III. 1-

I - Linguagem e lingua

1 **Linguagem, fenômeno humano.** O homem, nas relações com outros individuos realizando atividades comuns ao grupo que pertence, com finalidades determinada constitui-se em sociedades. As relações mantidas entre os membros do grupo fundamentam-se no ato de comunicação manifestação, em que são utilizados objeto materiais concebidos para esse fim: signo lingüísticos, gestos, sinais de trânsito, símbolos matemáticos, lógicos ou químicos formas nas artes plásticas ou na arte musica etc. É a essa faculdade humana, intra ou interindividual, através da qual o homem se manifesta ou manifesta algo a outros integrantes de seu grupo, que se chama 'linguagem' *lato sensu*.

2 Existe, no entanto, nesse fenômeno humano, um aspecto que se apresenta mais característico e é utilizado mais constantemente, podendo-se dizer que constitui o meio por excelência de que o homem dispõe para satisfazer sua necessidade de relacionar-se. Esse aspecto da linguagem é o que se realiza através de sinais vocais. É a chamada 'linguagem verbal', 'vocal', 'falada' ou 'articulada'. As demais variedades em muitos casos contribuem para esclarecer o fenômeno da linguagem vocal e em alguns casos a substituem permanente ou acidentalmente. A linguagem falada apresenta a totalidade dos vários aspectos encontrados no fenômeno 'linguagem humana', além de outros que não estão contidos ou só parcialmente se encontram na atividade comunicativa global do homem.

3 Há centenas de milhares de anos que o ser humano realiza o ato de falar e observa outros no exercício desse ato. Já foi aventada a hipótese de que a linguagem através de gestos teria precedido a linguagem vocal. A opinião mais aceita em nossos dias por psicólogos e filósofos da linguagem é que essas duas modalidades se teriam desenvolvido simultaneamente.

6.1 I 1-3

4 Ao cabo de longo processo, o homem percebeu que os signos vocais, uma vez emitidos, perdiam-se, razão pela qual sentiu necessidade de gravá-los, para que se conservassem enquanto durasse o material empregado como suporte — pedra, pergaminho, papel — [illegible]

German

Cardinal numerals

0	null
1	ein(s)
2	zwei, zwo
3	drei
4	vier
5	fünf
6	sechs
7	sieben
8	acht
9	neun
10	zehn
11	elf
12	zwolf
13	dreizehn
14	vierzehn
15	fünfzehn
16	sechzehn
17	siebzehn
18	achtzehn
19	neunzehn
20	zwanzig
21	einundzwanzig
30	dreissig
40	vierzig
50	fünfzig
60	sechzig
70	siebzig
80	achtzig
90	neunzig
100	hundert
101	hundert (und) eins
200	zwei hundert
1000	tausend
1,000,000	ein Million

Ordinal Numerals

1	erste
2	zweite
3	dritte
4	vierte
7	sieb(en)te
19	neunzehnte
20	zwanzigste
30	dreissigste
100	hundertste
101	hunderterste

6.1J1-1

French

Cardinal numerals

1	un, une	40	quarante
2	deux	50	cinquante
3	trois	60	soixante
4	quatre	70	soixante-dix
5	cinq	71	soixante et onze
6	six	72	soixante-donze
7	sept	73	soixante-treize
8	huit	80	quatre-vingts
9	neuf	81	quatre-vingt-un
10	dix	82	quatre-vingt-deux
11	onze	83	quatre-vingt-trois
12	douze	84	quatre-vingt-quatre
13	treize	90	quatre-vingt-dix
14	quatorze	91	quatre-vingt-onze
15	quinze	100	cent
16	seize	101	cent un
17	dix-sept	200	deux cents
18	dix-huit	201	deux cent un
19	dix-neuf	202	deux cent deux
20	vingt	300	trois cents
21	vingt et un	400	quatre cents
22	vingt-deux	1000	mil(le)
23	vingt-trois	1001	mille un
24	vingt-quatre	2000	deux mille
25	vingt-cinq	100,000	cent mille
26	vingt-six	1,000,000	un million
30	trente	2,000,000	deux millions
31	trente et un		
32	trente-deux		

Ordinal numerals

1	premier	6	sixième
2	deuxième, second	7	septième
3	troisième	8	huitième
4	quatrième	9	neuvième
5	cinquième	10	dixième

and so on, adding -ième to the cardinal, after cutting off final -e and the -s of quatre-vingts, deux cents, etc. Vingt et un and simila compounds make vingt et unième, etc.

6.1 J1-2

Italian

Cardinal numerals

0	zero
1	uno, una
2	due
3	tre
4	quattro
5	cinque
6	sei
7	sette
8	otto
9	nove
10	dieci
11	undici
12	dodici
13	tredici
14	quattordici
15	quindici
16	sedici
17	diciassette
18	diciotto
19	diciannove
20	venti
21	ventun(o)
22	ventidue
30	trenta
31	trentuno
32	trentadue
38	trentotto
40	quaranta
50	cinquanta
60	sessanta
70	settanta
80	ottanta
90	novanta
100	cento
101	cento uno
200	duecento
300	trecento
900	novecento
1000	mille
2000	duemila

Ordinal numerals

1	primo
2	secondo
3	terzo
4	quarto
5	quinto
6	sesto
7	settimo
8	ottavo
9	nono
10	decimo
11	undecimo
	decimoprimo
	undicesimo
12	duodecimo
	decimosecondo
	dodicesimo
13	decimoterzo
	tredicesimo
19	decimonono
	diciannovesimo

the remaining ordinals are formed by adding -esimo to the stem of the cardinal.

6.1 J 1-3

Spanish

Cardinal numerals		Ordinal numerals
Uno, -a	1	Primero
dos	2	segundo
tres	3	tercer
cuartro	4	cuarto
cinco	5	quinto
sies	6	sexto
siete	7	séptimo
ocho	8	octavo
nueve	9	noveno
diez	10	décimo
once	11	undécimo
doce	12	duodécimo
trece	13	décimo tercio
catorce	14	décimo cuarto
quince	15	décimo quinto
dieciseis	16	décimo sexto
diecisiete	17	décimo séptimo
dieciocho	18	décimo octavo
diecinueve	19	décimo nono
veinte	20	vigésimo
veintiuno, -a, -ún	21	vigésimo primo
veintidós	22	vigésimo segundo
veintitrés	23	vigésimo tercero
treinta	30	trigésimo
treinta y uno, -a, -ún	31	trigésimo primo
cuarenta	40	cuadragésimo
cincuenta	50	quincuagésimo
sesenta	60	sexagésimo
setenta	70	septuagésimo
ochenta	80	octogésimo
noventa	90	nonagésimo
cien(to)	100	centésimo
ciento uno, -a, -ún	101	centésimo primo
doscientos, -as	200	ducentésimo
trescientos, -as	300	tricentésimo
cuatrocientos, -as	400	cuadringentésimo
quinientos, -as	500	quingentésimo
seiscientos, -as	600	sexcentésimo
setecientos, -as	700	septingentésimo
ochocientos, -as	800	octingentésimo
novecientos, -as	900	noningentésimo
mil	1000	milésimo
dos mil	2000	dos milésimo
doscientos, -as mil	200,000	doscientos milésimo

6.1J1-4

Portuguese

Carninal numerals		Ordinal numerals
um, uma	1	primeiro
dois, duas	2	segundo
três	3	terceiro
quatro	4	quarto
cinco	5	quinto
seis	6	sexto
sete	7	sétimo
oito	8	oitavo
nove	9	nono
dez	10	décimo
onze	11	undécimo, décimo primeiro
doze	12	duodécimo, décimo segundo
treze	13	décimo terceiro
catorze	14	décimo quarto
quinze	15	décimo quinto
dezasseis	16	décimo sexto
dezassete	17	décimo setimo
dezoito	18	décimo oitavo
dezanove	19	décimo nono
vinte	20	vigésimo
vinte e um	21	vigésimo primeiro
vinte e dois	22	vigésimo segundo
trinta	30	trigésimo
quarenta	40	quadragésimo
cincoenta	50	quinquagésimo
sessenta	60	sexagésimo
setenta	70	septuagésimo
oitenta	80	octagésimo
noventa	90	nonagésimo
cento, cem	100	centésimo
cento e um	101	centésimo primeiro
duzentos, -as	200	ducentésimo
trezentos	300	tricentésimo
quatrocentos	400	quadringentésimo
quinhentos	500	quingentésimo
seiscentos	600	sexcentésimo
setecentos	700	septingentésimo
oitocentos	800	octingentésimo
novecentos	900	non(in)gentésimo
mil	1000	milésimo
dois mil	2000	dois milésimo

* All ordinals have feminine forms in -a.

6.1 J1-5

ons arose from wrongdoing,
ured party's action being to
loer. The traditional delicts
a), robbery (*rapina*), loss
another's property (*damnum*
deliberate attack on a per-
ion (*injuria*). The penalty
ple of the actual loss suffered.

quent was a son or a slave
ight against his family head
l the choice of paying the
surrendering the delinquent

n a Roman died, his inheri-
vas conceived as the whole of
cal and incorporeal, and in-
s as well as his assets. The
uccession was to pass the in-
r more heirs, who took over
ty of the deceased. On in-
those who at the time of his
ject to his power and became
s death. If there were none,
est agnates (those related to
scent from a common ancestor

vill was allowed from the time
lic. Its main purpose was to
it could also include legacies,
laves, appointment of tutors,

AND COMMON LAW

century, the Roman law of
ed and modified by the Italian
mentators, largely superseded
y laws in all the countries of
cept England.
derwent some Roman law in-
h century through the legal
racton. But the early appear-
law" for the whole kingdom,
yal courts, and the rise of a
ion, which made the common
intense study in the Inns of
survival.
have derived their law from
ple, Australia and most of the
d Canada) are common-law
ic legal rules being derived
s. Those countries that have
from the Continent (for ex-
rica, Louisiana, and Quebec)
ries, where the basic rules are
The design of such codes is of
gin, but the materials from
nade come from Roman law.
; CIVIL LAW.

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phical Society 1953).
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(Duckworth, London, 1978).

ROMAN NUMERALS, a system of seven nu
developed by the Romans and still u
special purposes such as numbering vol
a set of books, divisions of an outline, or
on a clock face.

In their modern form the Roman nu
are seven letters of the alphabet with the f
ing values:

I	V	X	L	C	D	M
1	5	10	50	100	500	1,0

1000

Intermediate numbers and larger numb
represented by combining these numerals—
ning with the largest and ending with the
est—and adding their values:

I	II	III	IIII	V	VI	VII	VIII	VIIII
1	2	3	4	5	6	7	8	9

XII	LXVII	LXXXXVI	CCCLXXXXI	MMMM
12	67	96	391	45

In an alternate form, common in the
tury, the same numeral is not used four
in a row. Instead, the numeral is placed
a numeral of larger value, indicating th
smaller number is to be subtracted from the
ger. Thus, IIII becomes IV, VIIII becom
LXXXXVI becomes XCVI, and CCCL
becomes CCCXCI. Fourfold repetition of
MMMMDXXVI cannot be avoided, since
is no symbol of higher value than M.

The Roman numerals derived at least i
from letters of the primitive Greek alphab
were not incorporated into the Latin al
For example, the primitive form of the
letter *chi*, quite different from the later
adopted arbitrarily to represent the numb
monumental inscriptions it is easy to tra
evolution of the original symbol into the fi
L. Until recently a commonly used R
meral for one thousand was CIƆ, which
derived from the Greek letter Φ. Half of
symbol, IƆ, led to the use of the letter
represent 500.

To represent large numbers, for wh
ancients had little use, various devic
adopted. Often the symbols for 1,000 an
were compounded

1,000 = CIƆ 500 = IƆ
10,000 = CCIƆƆ 5,000 = IƆƆ
100,000 = CCCIƆƆƆ 50,000 = IƆƆƆ

Sometimes a bar, or vinculum, was p
over a numeral to indicate that it was
multiplied by 1,000. Thus, a late Roma
from the number 2,752,899 might have
$\overline{\text{CIƆCIƆDCCL}}$ CIƆCIƆDCCCL XXXXVIIII

ROMAN RELIGION, Ancient. See ROME, AN-
CIENT—*Religion*.

ROMAN REPUBLIC. After a regal peri
ended in the late 6th century B.C., Rom
veloped a republican form of governme
endured for several centuries. The repub
gradually subverted as the Roman Emp
It was replaced by the principate in the l
century B.C. See also ROME, ANCIENT.

ROMAN RITE, one of the liturgies of the C
lic churches in union with the pope of
There are Eastern and Western rites. The

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6.1K1-1

ART AND ARCHITECTURE

1. Books on a specific artist and/or his works are entered under the nationality of the artist as provided for under the various art media subdivisions. Such geographic subdivisions are used for general art (709), architecture (720.9), sculpture (730.9), drawing (741.9), painting (759), and prints (769.9). The Cuttering is for the artist and the work mark for the author, editor, compiler, etc. (i.e., Architecture of Frank Lloyd Wright, edited by John Smith would be: 720.973/W93s)

   Similarly, in 708.1-708.999 (Art galleries and museums) Cuttering is for the museum and the work mark for author, editor, etc.

2. In the classification of art books, the individual artist or country takes president over style, period, school, subject matter, etc. (i.e., Italian Renaissance Painting of the 15th Century would be classed in Italian painting (759.5) not under Renaissance painting (759.03))

   Likewise, murals, miniatures, landscape paintings, portraits of an individual artist or from a certain country would be classed as paintings, subdivided geographically. (i.e., Italian Miniatures classified in the number for Italian painting (759.5) not under miniature paintings (757.7). Also, Etchings of Whistler would be divided geographically under prints (769.973 not classed under etchings (767); 767 being reserved for technical books and "how-to-do-it" books)

   Exceptions occur in architecture where, for example, Italian Church Architecture would be 726.545 not 720.945.

3. In subdividing art books geographically a distinction has been made for ancient art as in the 900's (i.e., Italian Gothic Art would be in 709.45 while Ancient Roman Art would be 709.37).

   Art of American Indians has generally been classified in 970.67.

4. Description or history of an individual building is generally classed in architecture.

   Description of the sculpture of an individual building is also classed in architecture (i.e., Sculpture of Chartres Cathedral is classed in the cathedral number (726.6) not under sculpture)

5. Whenever possible, museum catalogs are entered under the artist, country, school, medium, etc. represented in the catalog. Only catalogs too general to be classed elsewhere are classified under "Art galleries and museums" (708). Temporary exhibits (traveling exhibits, exhibits at worlds fairs, etc.) of a general nature are classed in 707.4.

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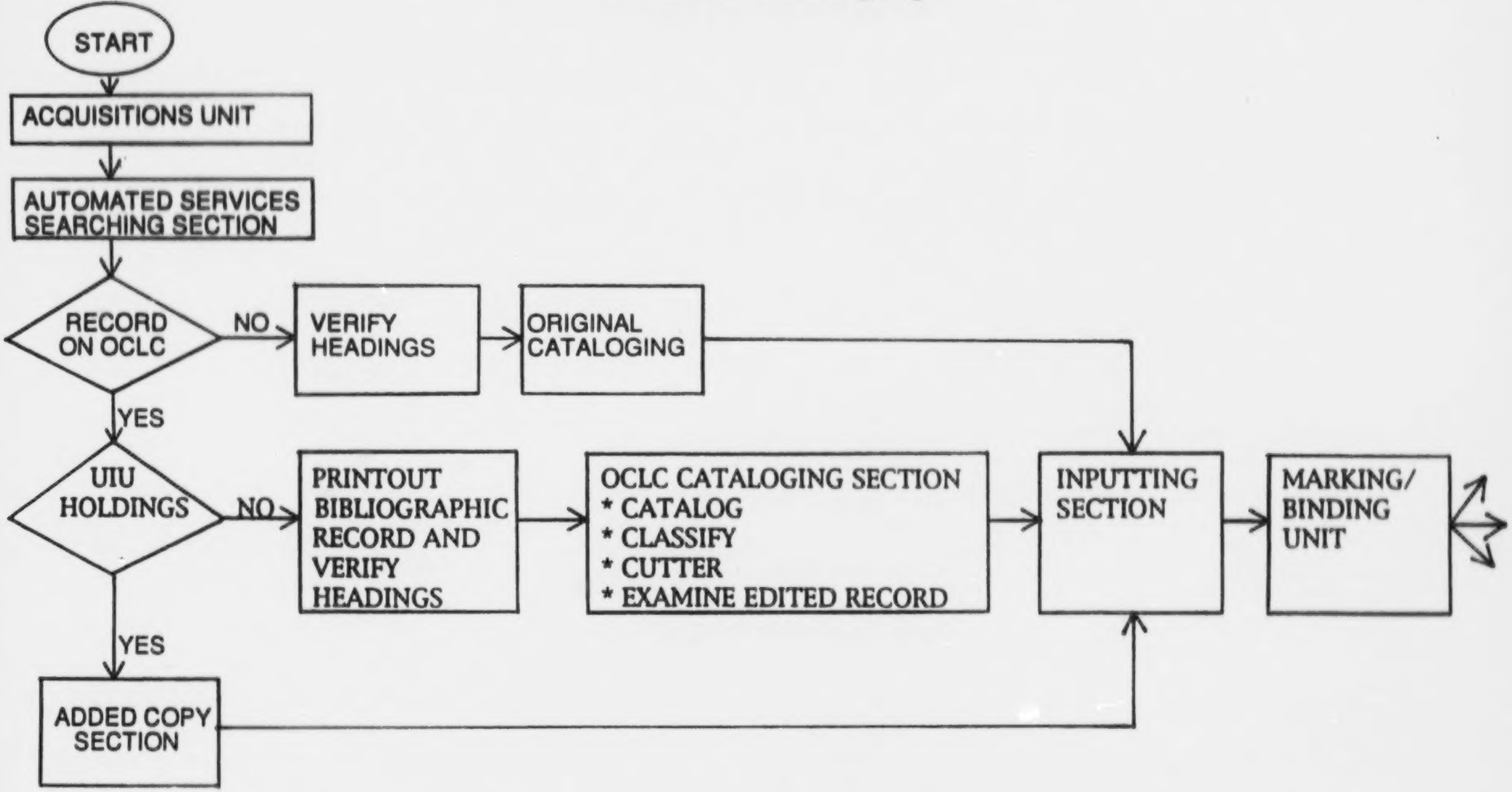
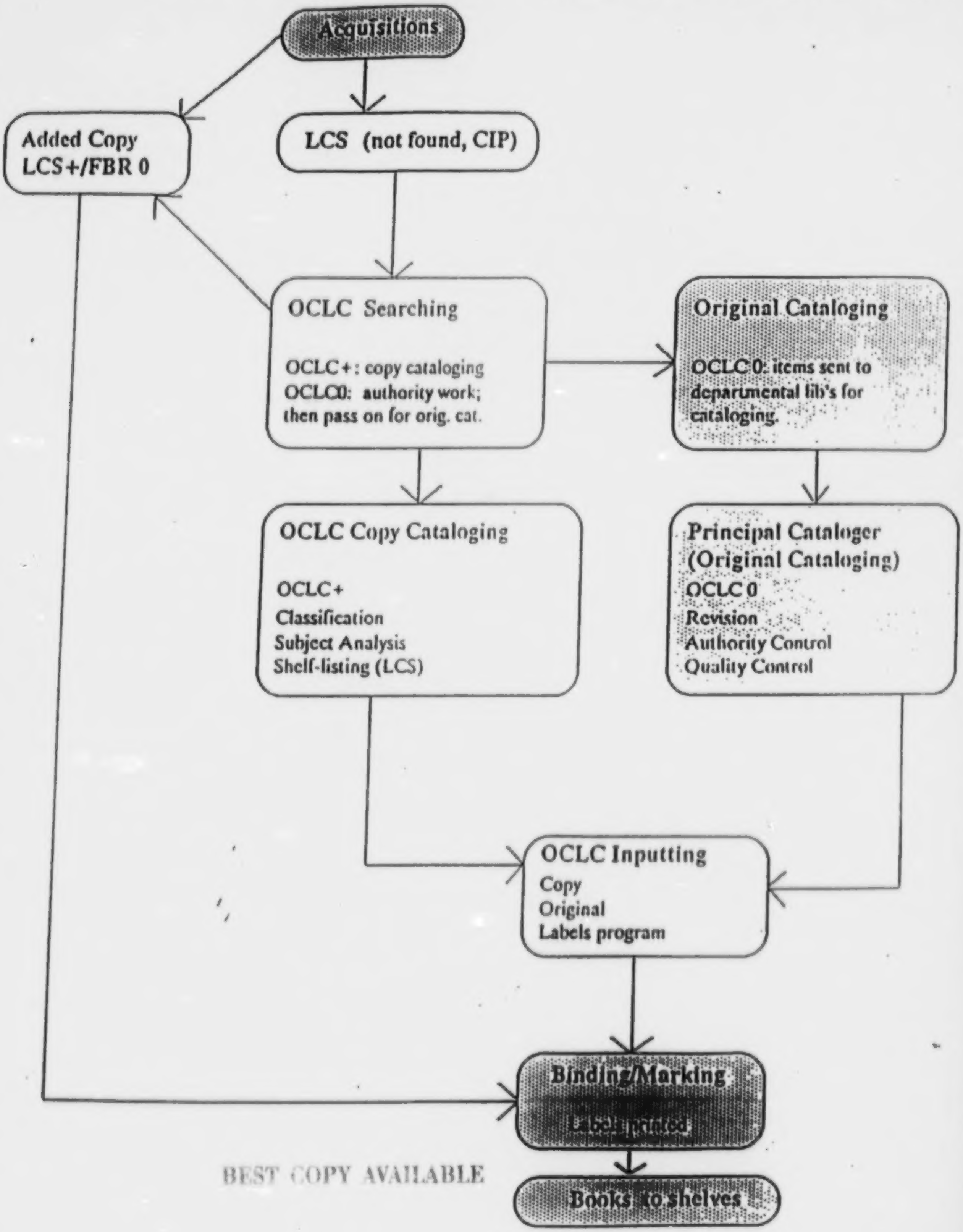
MONOGRAPH WORKFLOW

OCLC Cataloging


START
ACQUISITIONS UNIT
AUTOMATED SERVICES SEARCHING SECTION
RECORD ON OCLC
NO
VERIFY HEADINGS
ORIGINAL CATALOGING
YES
UIU HOLDINGS
NO
PRINTOUT BIBLIOGRAPHIC RECORD AND VERIFY HEADINGS
OCLC CATALOGING SECTION
* CATALOG
* CLASSIFY
* CUTTER
* EXAMINE EDITED RECORD
INPUTTING SECTION
MARKING/ BINDING UNIT
YES
ADDED COPY SECTION

Technical Processing Workflow: Automated Services

TECHNICAL PROCESSING WORKFLOW. AUTOMATED SERVICES


Acquisitions
Added Copy
LCS+/FBR 0
LCS (not found, CIP)
OCLC Searching
OCLC+: copy cataloging
OCLC0: authority work; then pass on for orig. cat.
Original Cataloging
OCLC 0: items sent to departmental lib's for cataloging.
OCLC Copy Cataloging
OCLC+
Classification
Subject Analysis
Shelf-listing (LCS)
Principal Cataloger (Original Cataloging)
OCLC 0
Revision
Authority Control
Quality Control
OCLC Inputting
Copy
Original
Labels program
Binding/Marking
Labels printed
Books to shelves

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Priority Items in Workflow

The workflow priorities in both the OCLC Searching Section and the OCLC Cataloging Section are determined by the use of color-coded streamers ranked highest priority to lowest priority as follows:

Rush (pink streamers)(patron requests)

Location (blue streamers)(departmental libraries)

STX (white streamers)(Main library stacks)

Editing OCLC Copy for Monographs

Always use red pen ~~(ball point, not felt tip)~~ to make corrections or additions to print-out. Changes in red are more visible to inputters; changes in pencil are easy to overlook. Indicate all changes clearly and legibly to facilitate ease of inputting.

Fixed field area:

Check "lang" code, change if incorrect.
Look at "desc" code to see if record is AACR2 (code "a").
Check "dates" date, correct if necessary.
Ignore other codes.

Variable fields 007-045:

010 - LC card no. - If number is found in piece, but not on print-out, add it to the record.
020 - ISBN - If number is found in piece, but not on print-out, add it to the record.
Ignore other fields.

Local holdings 049:

Indicate holdings and location on the temporary shelf list card or the p.o. (see below) using standard English abbreviations (cop., v.) and LCS location codes; inputters code this information for OCLC input.

Call nos. 050-099:

082 - Dewey class no. assigned by LC - Normally accept this no. for IU use, shortening it if longer than 11 digits (be alert to IU exceptions to use of standard Dewey nos.).
092 - Dewey class no. assigned by OCLC member library - If there is no 082, use 092 as a suggestion for IU no.
Ignore other fields.

Variable fields 1xxs-8xxs (bibliographic record):

Check information in all fields against piece.

Change incorrect information in 245, 250, 260, 300, 4xxs and 5xxs.

Change to AACR2 form if necessary: 1xxs, 240, 600, 610, 611, 630, 651, 7xxs and 8xxs.

650 0 - LCSH subject entry - Accept, except check for indirect geographic subdivision. ~~Subject entries coded 650 with second indicator other than 0 must be changed to correct 650 0 form.~~ If both 650 0 and 650 2 (etc.) forms are present in record, ignore the 650 2 (etc.) headings. Entries coded 690 and 691 must be changed to correct 650 and 651 form or deleted from record.

Leave, but add 650 ƀ0 as needed.

6.2A2-1

Ignore 87xs (pre-AACR2 form of heading).

Personal name entries, corporate name entries, conference entries:

If the fixed field "desc" is "a" or the entry is coded in the subfield w either "cn" or "dn", accept the entry as established.

If the "desc" is not "a" and there is no "cn" or "dn" and the entry is in correct form, write "ok" next to line number to tell inputter that the entry has been verified. If the entry is incorrect, indicate changes on print-out.

Uniform title entries:

If a uniform title is required by AACR2 and the print-out lacks the 240 field, add the 240 if easily determined. If the 240 is for a translation, there should be a corresponding 500 note: Translation of:___________________.

Check uniform title access points (130, 240, 630, 730) for correct AACR2 form.

Series entries:

Information in the 4xx field should match what is found on the piece. If the series entry differs from the form found in a 4xx field, the series entry is traced differently in an 8xx field. If the entry is in the correct form (either 440 or an 8xx), write "ok" next to the line number (even if "desc" is "a").

Add the ISSN no. in subfield "x" in the 4xx field if it is found in the piece but does not appear on the p.o.

If the entry is not correct, indicate changes on print-out. Delete initial articles in 440s and change the filing indicator. Insert a subfield v in a 490 field, if lacking.

Cross references:

Use OCLC LC authority record print-outs or type an authority record on the back of the p.o. in the same manner as for original copy. Label clearly "for FBR".

Temporary shelf list card:

Write class no. with appropriate oversize symbol (if needed) in upper left corner of the card. Assign Cutter no. and check LCS (SPS search) to verify a unique call no.

Edit author, title, and publication date information on the temp to match exactly what is on the print-out.

6.2A2-2

Circle location symbol in red (or add) and add holdings (if necessary) to temp.

If the temp is an LCS print-out and the LCS record is to be deleted rather than replaced, write "delete" by the order no. in red.

If the piece comes without an LCS order card (an EBO slip, approval plan slip, etc. or nothing at all), add call no. and holdings at top of print-out. The print-out will be used as a temp once the record has been updated.

Clip LCS temp to print-out and send edited print-outs with books to Rhoda Engel.

Rhoda Engel
OCLC Cataloging Librarian

Basic OCLC Copy Editing Procedures

010 81-24689 (LC number) If number appears on piece but not on record, add to record.

020 123456789X (ISBN number) If appears on piece but not on record, add to record.

) 10 Avery, John L. #q (John Lawrence), #d 1893-1979. (personal name, single surname)
110 20 University of Iowa. #b Dept. of English. (corporate author, direct order)
111 20 International Symposium on Photography #n (3rd : #d 1982 : #c Palermo, Italy). (conference heading)

Check 1xx fields carefully. If DESC fixed field is a, or if entry is followed by cn or dn, accept as is. If DESC is NOT a and entry is NOT followed by cn or dn, then you must make sure entry is in correct AACR2 form; check LC authority file if necessary.

1) If heading is correct as it appears on record, mark red ok next to line number so that inputter will know entry has been verified by cataloguer.
2) If heading is not correct, consult online LC authority file to find correct form. If heading is not in authority file, and if you can not determine what correct form should be, put book on appropriate authority shelf (behind Eleanor's desk).

130 00 Avenir de science. #l English. (uniform title). If title is main entry and uniform title is needed (e.g., for translation), it must be coded 130 (record can not begin with a 240 field).

240 10 A la recherche du temps perdu. #l English (uniform title) This field gives the original title of a translated work. If piece in hand is a translation, the record must have the 240 field (and corresponding 500 field) unless original title is unknown.

245 10 Algebraic topology : #b classic problems / #c by Maurice Lechat. (title : #b subtitle / #c statement of responsibility) Check carefully to make sure there are no errors. Fill in second indicator if it's lacking. [illegible]

250 4th ed., rev, and enl. / #b edited by Jean Smythe (edition statement) Check carefully; be sure record matches piece exactly. If not, return to Searching.

260 0 New York : #b Academic Press, #c 1981. (place : #b publisher, #c date) Must have all three elements and MUST match imprint in piece exactly in all three. If not, return to Searching. → for AACR 2 cataloging
pre-AACR 2 Rules allow for omission of publisher in certain ; we do not have to add publisher to pre-AACR 2 records

300 xii, 368 p., [9] leaves of plates : #b ill., maps ; #c 30 cm. (paging : #b illustrations ; #c size) Glance at this field to make sure there are no glaring discrepancies. Do not bother as a matter of course to check paging, ill. ~~size~~ against book unless there is an obvious error. DO look at size in #c to determine whether an oversize symbol (Q. or F.) needs to be added to call no.
Q 29-42 cm F ↑ 42 cm oblong Q width 25-35 cm F ↑ 35 width see 3.4.1

440 0 ASPCA occasional papers ; #v v. 96
440 0 Publications of the Institute for Market Behavior and Analysis ; #v no. 22
The two series examples above are traced exactly as they appear on the piece. A 440 field will not have a slash / or parentheses () in it. ~~[illegible]~~
490 1 Monographs / Institute of Child Welfare ; #v no. 5 (series to be traced differently) There must be a corresponding 830 field.
) 0 Colección Ensayos ; #v 769 (series untraced) ALL series must now be traced; change to 440 if possible, otherwise change indicator to 1 and create 830 field.

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6.2A3-1

Check all series headings carefully. If correct, mark red ok next to line number (even if DESC is a). If not correct, make necessary changes; consult online LC authority file to determine correct form if in doubt. Remember that all series are to be traced, and that initial articles are to be deleted from series titles (so if record says 440 4 The future of linguistics, change to 440 0 Future of linguistics).

500's Glance over note fields in case important information is to be found there, e.g., reprint note, translation note, etc.

600 10 Faulkner, William, #d 1897-1962 #x Criticism and interpretation (personal name subject heading)
610 20 Society of Ceramic Engineers #x History (corporate name subject heading)
Check 600's and 610's carefully; follow same procedure as for 1xx's.

630 00 Bible. #p O.T. #p Proverbs #x Criticism and interpretation (uniform title subject heading)

650 00 Astronomy #x Study and teaching. (topical subject heading)
651 0 Developing countries #x Economic conditions. (geographical subject heading)
651 0 Baja California (Mexico) #x History. (geographical subject heading)
Make sure subject headings are 650/651 0's; do not accept 650 2's or 690's.
1) If there are no subject headings, or only 690's, assign LC subject headings. Delete all 690's because otherwise they will print for UIU
2) If there are only 650 2's, check LCSH volumes to find corresponding LC subject headings.
3) If there are 650 0's and 650 2's, you can let the latter stand because 650 2's don't print for UIU.

7xx's Follow same procedure as for 1xx's, i.e., check carefully to be sure headings are in correct AACR2 form.

740 01 Twentieth century America. (title traced differently; title on t.p.: 20th century America)

800 1 Smart, Christopher, #d 1722-1771. #t Works. #f 1974 ; #v v. 1.(personal name series) traced differently) There must be a corresponding 490 1 field
830 0 Monographs (Institute of Child Welfare) ; #v no. 5. (series traced differently) There must be a corresponding 490 1 field.
Check 8xx's carefully. If correct, mark red ok next to line number. If not correct, follow same procedure as for 4xx's.

870's Ignore. Gives pre-AACR2 form of headings used in record.

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6.2A3-2

LETTERING/NUMBERING EXAMPLES

A	a		N	n	
B	b		O	o	
C	c		P	p	
D	d		Q	q	
E	e		R	r	r
F	f		S	s	s
G	g		T	t	
H	h		U	u	
I	i	i	V	v	
J	j		W	w	
K	k		X	x	
L	l		Y	y	
M	m		Z	z	

1	1	6
2	2	7
3		8
4		9
5		0

1-7-81 42 -1

EDITING UKM RECORDS

1. If there is both UKM and OCLC member copy, use the record requiring the least editing.

2. 010 - LC card number

   If the number is in piece, but not on record, add as /z to 010.

3. 082 - Dewey class number

   a. Law nos. - UKM uses pattern: 34 plus place plus 0 plus branch of law plus subdivision of branch

   Change to LC/UIUC pattern: 34 plus branch of law plus place plus 0 plus subdivision of branch

   b. Use discrimination in use of suggested Dewey number.

4. 1xx, 6xx, 7xx entries

   a. personal

      i. if form differs from that found in piece, check OCLC authority file and/or change to match piece
      ii. if /d has 19-- as date, delete it
      iii. if entry includes a title, change placement of /c

   b. corporate

      check in OCLC authority file

5. 240 - uniform title

   add, if necessary

6. 245 - title etc. transcription

   add missing information (subtitle, author, etc.)

7. 260 - imprint

   a. add place, if necessary

   b. if a secondary U.S. place or publisher is not present, do not add it

   c. for the publisher: Macmillan, accept place as given

8. 300 - physical description

   when paging is bracketed, correct entire field

9. 4xx, 8xx -series

   check in OCLC authority file

10. 5xx - notes

    a. add bibliography and/or index notes as necessary

    b. accept bibliography note even if it does not match LC practice for form

11. 6xx - subject entries

    a. for names and geographic entries, change second indicator from 4 to 0 as necessar

    b. add subject entries if none present

12. 653 - PRECIS heading
    886 - UKMARC fields

    it is not necessary to delete the 653s or 886s

6.2B1-1

```
NO HOLDINGS IN UIU - FOR HOLDINGS ENTER dh DEPRESS DISPLAY RECD SEND
OCLC: 17984090      Rec stat: c Entrd: 880824        Used: 881129
Type: a Bib lvl: m Govt pub:   Lang:  eng Source: d Illus:
Repr:   Enc lvl:   Conf pub: 0 Ctry:  enk Dat tp: s M/F/B: 01
Indx: 0 Mod rec:   Festschr: 0 Cont:
Desc: a Int lvl:   Dates: 1988,
  1 010       gb88-32247
  2 040       UKM ¦c UKM
  3 015       GB88-32247
  4 020       0436256673 : ¦c £10.95 : CIP confirmed
  5 082 04    823/.914 ¦2 19
  6 092        ¦b
  7 049       UIUU
  8 100 10    Lodge, David. ¦d 1935-
  9 245 10    Nice work.
 10 260 0      ¦b Secker & Warburg, ¦c 1988.
 11 300       [280] p.
 12 653       Fiction in English, 1945- - Texts
 13 886 2      ¦2 UK MARC ¦a 690 ¦b 00 ¦z 11030 ¦a fiction in English ¦d 1945-
¦z 60030 ¦a texts
 14 886 2      ¦2 UK MARC ¦a 691 ¦b 00 ¦a 2082349
 15 886 2      ¦2 UK MARC ¦a 692 ¦b 00 ¦a 0001686

4998-074.#00305.78-0
NO HOLDINGS IN UIU - FOR HOLDINGS ENTER dh DEPRESS DISPLAY RECD SEND
OCLC: 18778725      Rec stat: n Entrd: 881104        Used: 881219
Type: a Bib lvl: m Govt pub:   Lang:  eng Source: c Illus:
Repr:   Enc lvl:   Conf pub: 0 Ctry:  enk Dat tp: s M/F/B: 11
Indx: 0 Mod rec:   Festschr: 0 Cont:
Desc: a Int lvl:   Dates: 1988,
  1 010       88-199322
  2 040       MH ¦c HLS
  3 020       0436256673 : ¦c £10.95
  4 050 1     PR6062.036 ¦b N5x 1988
  5 092        ¦b
  6 049       UIUU
  7 100 10    Lodge, David, ¦d 1935-
  8 245 10    Nice work : ¦b a novel / ¦c David Lodge.
  9 260 0     London : ¦b Secker & Warburg, ¦c 1988.
 10 300       276 p. ; ¦c 24 cm.
```

6.2B1-2

-2-

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Screen 1 of 2
NO HOLDINGS IN UIU - FOR HOLDINGS ENTER dh DEPRESS DISPLAY RECD SEND
OCLC: 18072240      Rec stat: n Entrd: 880518        Used: 881222
Type: a Bib lvl: m Govt pub:   Lang:  eng Source: d Illus:
Repr:   Enc lvl: 8 Conf pub: 0 Ctry:  enk Dat tp: s M/F/B: 10
Indx: 0 Mod rec:   Festschr: 0 Cont:
Desc: a Int lvl:   Dates: 1988,
  1 010        gb88-37508
  2 040        UKM |c UKM
  3 015        GB88-37508
  4 020        8200074722 : |c £17.50 (Aug.)
  5 041 1      eng |h nor
  6 082 0      364/.9494 |2 19
  7 092         |b
  8 049        UIUU
  9 100 10     Balvig, Flemming.
 10 240 10     Hvid som sne. |l English
 11 245 14     The Snow-white image : |b the hidden reality of crime in
Switzerland / |c Flemming Balvig. ; translated by Karen Leander.
 12 260 0      Oslo : |b Norwegian University Press ; |a Oxford : |b Oxford
University Press [distributor], 1988. , distributor, to c1988,
 13 300        123 p. : ill. ; |c 21 cm.
2 14 440  0    Scandinavian studies in criminology ; |v v.9
 15 504        Includes bibliography.

Screen 2 of 2
 16 500        Translation of: Hvid som sne.
 17 653        Switzerland |a Crime
 18 886 2       |2 UK MARC |a 016 |b 00 |a 100=NOTNAL
 19 886 2       |2 UK MARC |a 690 |b 00 |z 01030 |d Switzerland |z 21030 |a crime
 20 886 2       |2 UK MARC |a 691 |b 00 |a 6520677
 21 886 2       |2 UK MARC |a 692 |b 00 |a 0069639
```

650 -0 Crime and criminals ‡z Switzerland.

6.2B1-3

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Screen 1 of 2
NO HOLDINGS IN UIU - FOR HOLDINGS ENTER dh DEPRESS DISPLAY RECD SEND
OCLC: 17842659      Rec stat: n Entrd: 880325         Used: 880423
Tvpe: a Bib lvl: m Govt pub:   Lang:  eng Source: d Illus:
Repr:    Enc lvl: 8 Conf pub: 0 Ctry:  enk Dat tp: s M/F/B: 10
Indx: 1 Mod rec:   Festschr: 0 Cont:
Desc: a Int lvl:   Dates: 1988,
  1 010      gb88-25714
  2 040      UKM ‡c UKM                          345.4202523
  3 015      GB88-25714
  4 020      0710210345 : ‡c £14.95 (Oct.)
  5 082 0    344.205/2523/0922 ‡2 19
  6 092       ‡b
  7 049      UIUU
  8 100 10   Selwvn, Francis.
  9 245 10   Gangland : ‡b the case of Bentlev and Craig / ‡c Francis Selwvn.
 10 260 0    London : ‡b Routledge, ‡c 1988, ~~c1988~~
 11 300 xi, 211 ~~[224]~~ p. ; ‡c 23 cm.
1.12 440  0  Crimes of the century
 13 504      ~~Includes~~ Bibliography: ~~and index.~~   p 211
 14 653      Great Britain ‡a Murder ‡a Trial of Bentley, Derek, Craig,
Christopher     650 -0 Trials (Murder) ‡z Great Britain.
                600 -0 Bentley, Derek ‡x Trials, litigation, etc.
 Screen 2 of 2  600 -0 Craig, Christopher ‡x Trials, litigation, etc.
 15 886 2    ‡2 UK MARC ‡a 690 ‡b 00 ‡z 00030 ‡d Great Britain ‡z 21030 ‡a
murder ‡z s1030 ‡a trial ‡v of ‡w for ‡z 31030 ‡c Bentlev, Derek ‡z g1030 ‡c
Craig, Christopher
 16 886 2    ‡2 UK MARC ‡a 691 ‡b 00 ‡a 3728730
 17 886 2    ‡2 UK MARC ‡a 692 ‡b 00 ‡a 0012246
                                                             PE
```

G.2B1-4

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Screen 1 of 2
NO HOLDINGS IN UIU - FOR HOLDINGS ENTER dh DEPRESS DISPLAY RECD SEND
OCLC: 16684643     Rec stat: o Entrd: 880803        Used: 881221
Type: a Bib lvl: m Govt pub:   Lang:  eng Source: d Illus: ac
Repr:   Enc lvl:   Conf pub: 0 Ctry:  enk Dat tp: s M/F/B: 10
Indx: 1 Mod rec:   Festschr: 0 Cont:
Desc: a Int lvl:   Dates: 1988.
  1 010       gb87-36998
  2 040       UKM ¦c UKM
  3 015       GB87-36998
  4 020       0333453077 (cased) : ¦c £27.50
  5 020       0333459474 (pbk) : ¦c £12.95
  6 043       a-ja---
  7 050 1     JQ1615
  8 080       32(52)
  9 082 0     320.952 ¦2 19
 10 092        ¦b
 11 049       UIUU
 12 100 10    Woronoff, Jon.
 13 245 10    Politics, the Japanese way / ¦c by Jon Woronoff.
 14 260 0     Basingstoke : ¦b Macmillan, ¦c 1988, c1986.
 15 300       448 p. : ¦b ill., ports. ; ¦c 23 cm.
 16 504       Includes bibliography and index.
 17 651  0    Japan ¦x Politics and government ¦y 1945-
 18 653       Japan ¦a Politics

 Screen 2 of 2
  19 886 2     ¦2 UK MARC ¦a 690 ¦b 00 ¦z 11030 ¦a Japan ¦z 21030 ¦a politics
  20 886 2     ¦2 UK MARC ¦a 691 ¦b 00 ¦a 0028592
  21 886 2     ¦2 UK MARC ¦a 692 ¦b 00 ¦a 0000337
```

250 1st ed

RS

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537.12
W13e
1988

ENX

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Screen 1 of 2
NO HOLDINGS IN UIU - FOR HOLDINGS ENTER dh DEPRESS DISPLAY RECD SEND
OCLC: 18685336       Rec stat: n Entrd: 880810         Used: 881222
Type: a Bib lvl: m Govt pub:   Lang:  eng Source: d Illus:
Repr:   Enc lvl: 8 Conf pub: 0 Ctry:  enk Dat tp: s M/F/B: 00
Indx: 0 Mod rec:   Festschr: 0 Cont:
Desc: a Int lvl:   Dates: 1988,
   1 010        gb88-50403
   2 040        UKM |c UKM
   3 015        GB88-50403
   4 020        086341141X : |c No price
   5 050 14     QC661
   6 080        538.56
   7 082 04     539.2 |2 19
   8 092         |b
   9 049        UIUU
  10 100 10     Wait, J[ames?] R.
  11 245 10     Electromagnetic radiation from cylindrical structures./ ‡c James R Wait
  12 260 0 London ‡b Peregrinus, |c 1988.       250 Reprint ed.
  13 263        8809
  14 300   x, 205 [212] p. : ‡b ill. ; ‡c
al15 440  0     IEE electromagnetic waves series ; |v 27
  16 650  0     Electromagnetic waves.            504 Bibliography: p. 160-166, 200
  17 653        Electromagnetic radiation         500 Includes index.
  18 886 2       |2 UK MARC |a 016 |b 00 |a 100=NOTNAL

Screen 2 of 2
  19 886 2       |2 UK MARC |a 690 |b 00 |z 11030 |a electromagnetic radiation
  20 886 2       |2 UK MARC |a 691 |b 00 |a 1971883
  21 886 2       |2 UK MARC |a 692 |b 00 |a 0008087
```

PE

6.2B1-6

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Screen 1 of 2
NO HOLDINGS IN UIU - FOR HOLDINGS ENTER dh DEPRESS DISPLAY RECD SEND
OCLC: 17916677     Rec stat: n Entrd: 880413         Used: 880507
Type: a Bib lvl: m Govt pub:   Lang:  eng Source: d Illus:
Repr:   Enc lvl: 8 Conf pub: 0 Ctry:  enk Dat tp: s M/F/B: 00a
Indx: 0 Mod rec:   Festschr: 0 Cont:
Desc: a Int lvl:   Dates: 1988,
  1 010      gb88-30062
  2 040      UKM ‡c UKM
  3 015      GB88-30062
  4 020      0333444795 : ‡c £14.95 (Nov.)
  5 082 0    657/.092.4 ‡2 19
  6 092       ‡b
  7 049      UIUU
  8 100 10   Cork, ‡c Kenneth, Sir.
  9 245 10   Cork on Cork : ‡b Sir Kenneth Cork takes stock / ‡c with Hugh Barty-King.
 10 260 0 London ‡b Macmillan London, ‡c 1988.
 11 300 265 p., [8] p. of plates : ‡b ill. ; ‡c
            500 Includes index.
 12 600 10   Cork, ‡c Kenneth, Sir.
 13 633      Great Britain ‡x Accountancy ‡a Cork, Sir ‡a Kenneth
 14 886 2     ‡2 UK MARC ‡a 690 ‡b 00 ‡z 00030 ‡d Great Britain ‡z 21030 ‡a
accountancy ‡z 20020 ‡a  ‡z 31070 ‡c Cork ‡a Sir ‡q Kenneth
 15 886 2     ‡2 UK MARC ‡a 691 ‡b 00 ‡a 6483216

Screen 2 of 2
 16 886 2     ‡2 UK MARC ‡a 692 ‡b 00 ‡a 0025334
```

RE

BEST COPY AVAILABLE

ROUTINE FOR UMI PHOTOCOPIES OF THESES

1. Check copy to ensure that it is copy for the UMI photocopy. It should
   have either: a 533 Photocopy. Ann Arbor ... note
   or 260 Ann Arbor : University Microfilms ... imprint

   Copy for the microfilm, the microfiche, or the original thesis is not acceptable.

2. Edit copy.

   a. Accept records with the 260 UMI imprint, changing only the date if it differs from piece in hand. The cataloging follows AACR2 as written, so is not incorrect.

   b. Change date of photocopy in note and in fixed field as necessary. It may also be necessary to change Dat tp from s to r in fixed field, and add or change Dates to match. change in 533 if information should match [illegible] [illegible]

   c. If present, delete made up series entries for an institution's theses. Also delete an added entry for the institution and department granting the degree.

   d. Add subject entries, if necessary.

3. Classify as usual, but add date of photocopy as the third line of call number.

BEST COPY AVAILABLE

6.2C1-1

ROUTINE FOR UMI PHOTOCOPIES OF THESES

Make NEW redord → if using the original thesis record

Add:

533 Photocopy of typescript. ‡b Ann Arbor, Mich. : ‡c University Microfilms International, ‡d ‹date›. ‡e ‹paging› ; ‹size›

Fixed field: Dat tp r Dates yyyy,yyyy Ctry miu

If thesis is 1987
photocopy made in 1988

533 ________, ‡d 1988

FF Dates 1988, 1987

~~[illegible] need a 533~~

★★ ⓐ add reproduction note to class # (check LCS)
ⓑ add "r" to fixed field REPR
ⓒ list subfields a–c ONLY in the 260 field (cataloged as a manuscript)
ⓓ add 533 note (see above)
ⓔ catalog the rest as the original piece

BEST COPY AVAILABLE

6.2C1-2

** 533 photocopy note (for the photocopy information)

UMI photocopy theses (University microfilm items)

1) add reproduction date to class # (check LCS)
2) add "r" to fixed field REPR (for a reprint)
3) list #c ONLY in the 260 field (cataloged as an unpublished Manuscript)
4) add 533 note (contains photocopy info)
5) catalog the rest as the original piece

Theses are cataloged as unpublished Manuscripts

(see AACR II chapter 4)

6.2C1-3

ROUTINE FOR UIU TITLES

1. Check for printouts of OCLC copy and FBR copy linked to LCS in piece. If either is missing or if FBR/LCS printout is incomplete, make the printouts.

2. Discard extraneous streamers, printouts, etc. in piece (photos of order card, incomplete FBR/LCS, old shipping streamers, etc.)

3. Compare OCLC record number with FBR rid number; if identical, write on OCLC printout by the OCLC number "for Docs", "for Law", or whatever is appropriate. The FBR rid number should be the same as the OCLC record number with a prefix of OCM or OCL7. ~~If the prefix is OCM0, see below.~~

4. Check OCLC description against piece (1xx, 245, 4xx, 5xx fields). Initial the OCLC printout.
   Compare FBR record with OCLC, including 300, 6xx, 7xx, and 8xx fields. If everything matches, discard the FBR/LCS printout. If there are descrepancies, indicate corrections, additions, etc. on the FBR printout. Sign and date the FBR printout.

5. Check temp for correct entry, title, and date of publication. Add or circle location as necessary. Add class no., Cutter letter, and workmark to temp.

6. If the FBR rid number has an OCM0 prefix:

   a. ~~Check FBR for the existence of an OCL7 record. If there is one, print it out together with link and holdings records. Also print the OCM0 record with its corresponding link and holdings records.~~

   b. ~~Edit the FBR OCL7 record and request that it be linked to the existing LCS record. If the OCM0 record has only UIUC holdings, request that it be deleted. It is not necessary to delink the record, as the OCM0 no. will not be used again. Sign and date both slips; clip or staple them together.~~

   c. ~~If there is no existing OCL7 record in FBR, edit the OCLC printout and add a note requesting that the new OCL7 record be linked to the existing LCS record. Request that the OCM0 record be deleted if FBR has only UIUC holdings. Clip or staple this request to the OCLC printout. It will be forwarded to FBR Maintenance when the new record is online.~~

7. Assign Cutter numbers and shelflist.

8. Place OCLC printouts and temps in pieces; give itmes to Mary Kay for updating.

9. Clip FBR requests together and drop in FBR Maintenance box.

6.2D1-1

for Dru

```
Screen 1 of 2
UIU - FOR OTHER HOLDINGS, ENTER dh DEPRESS DISPLAY RECD SEND
OCLC: 8394503       Rec stat: c Entrd: 820504           Used: 881020
Type: a Bib lvl: m Govt pub: f Lang:  eng Source: d Illus: a
Repr:    Enc lvl: I Conf pub: 0 Ctry:  mdu Dat tp: s M/F/B: 00
Indx: 0 Mod rec:    Festschr: 0 Cont: b
Desc: a Int lvl:    Dates: 1982,
   1 010      81-600124
   2 040      NCS !c NCS !d GPO !d m/c
   3 043      n-us---
   4 074      491-B-13 (microfiche)
   5 086      HE 20.6512:C 17
   6 090      RA 292 B499
   7 092        2
   8 049      UIUU
   9 245 10  Evaluation of paramedic services for cardiac arrest / !c Lawrence
Bergner ... [et al.].
  10 260 0   Hyattsville, Md. : U.S. Dept. of Health and Human Services, Public
Health Service, Office of Health Research, Statistics, and Technology, National
Center for Health Services Research ;  !a Springfield, VA : !b Available from
National Technical Information Service, !c 1982.
  11 300      ix, 69 p. : !b ill. ; !c 28 cm.

 Screen 2 of 2
  12 440  0  NCHSR research report series
  13 440  0  DHHS publication ; !v no. (PHS) 82-3310
→ 14 500      "King County Department of Public Health, Seattle, Washington"--
T.p. verso.
  15 500      "December 1981."
  16 504      Includes bibliographical references.
→ 17 500      Grant no.: [illegible]2136.
  18 650  0  Emergency medical technicians !z United States.
  19 650  0  Emergency medical personnel !z United States.
  20 650  0  Resuscitation.
  21 650  2  Allied Health Personnel
  22 650  2  Resuscitation.
  23 700 10  Bergner, Lawrence  !w cn
→ 24 710 20  Seattle-King County Dept. of Public Health. !w cn
  25 710 20  National Center for Health Services Research. !w cn
```

this did not appear on our piece

on report documentation page, [illegible]

6.2D1-2

RE

BEST COPY AVAILABLE

RE
12-12-58

```
REENTER MESSAGE
F R OCM08394583
REENTER MESSAGE

                                        BIBLIOGRAPHIC DISPLAY
     Evaluation of paramedic services for cardiac arrest / Lawrence
Bergner ... [et al.]. [Washington, D.C.] : U.S. Dept. of Health and
Human Services, Public Health Service, Office of Research, Statistics,
and Technology, National Center for Health Services Research, 1981.
     (NCHSR research report series) (DHHS publication ; no. (PHS)
82-3310)
     December, 1981.
     Bibliography.
      I. Bergner, Lawrence.  II. National Center for Health Services
Research.  III. Series.   IV. Series.
     NLM:    1. Allied Health Personnel   2. Resuscitation.
     ocm08-394583
L

MFICHEDOC.HE20.6512:C17   BERGNER, LAWRENCE.
EVALUATION OF PARAMEDIC SERVICES FOR CARDIAC ARREST$ [WASHINGTON, D.C.] : U.S.
DEPT. OF HEALTH AND HUMAN SERVICES, PUBLIC HEALTH SERVICE, OFFICE OF RESEARCH,
STATISTICS, AND TECHNOLOGY, NATIONAL CENTER FOR HEALTH SERVICES RESEARCH
NOLC     2577902   1981        1   ADDED:  830121
01     001 16-4W DOC
PAGE 1 ENDH 1

     ****** LIBRARY ******    ********* REGION *********  HOLDINGS DISPLAY
  1. Evaluation of paramedic services for cardiac arrest /
           ocm08-394583
     U of I/URBANA (UC)          Lincoln Trail Libraries System
```

delete FBR record

6.2D 1-3

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260

-3-

RE
12-12-88

F R OCL78394583

BIBLIOGRAPHIC DISPLAY

Evaluation of paramedic services for cardiac arrest / Lawrence Bergner ... [et al.]. Hyattsville, Md. : U.S. Dept. of Health and Human Services, Public Health Service, Office of Health Research, Statistics, and Technology, National Center for Health Services Research ; Springfield, VA : Available from National Technical Information Service, 1982.

ix, 69 p. : ill. ; 28 cm. (NCHSR research report series) (DHHS publication ; no. (PHS) 82-3310)

"December 1981."

Includes bibliographical references.

link to LCS #2577902
add subject

I. Bergner, Lawrence. II. National Center for Health Services Research. III. Series. IV. Series.

NLM: 1. Allied Health Personnel 2. Resuscitation. 3. Emergency Medical Services--United States.

ocl78-394583 650 -0 Emergency medical technicians ‡z United States.
L
650 -0 Emergency medical personnel ‡z United States.
650 -0 Resuscitation.

ITEM # 1 IS NOT LINKED TO CIRCULATION DATA. TRY ATS/ OR TLS/ OR ASK FOR HELP.

H 1

HOLDINGS DISPLAY

****** LIBRARY ****** ********* REGION *********

1. Evaluation of paramedic services for cardiac arrest /
ocl78-394583

SIU/Edwville (SE)	Lewis and Clark Library System
SIU Med Sch (SM)	Rolling Prairie Library System

6.2D1-4

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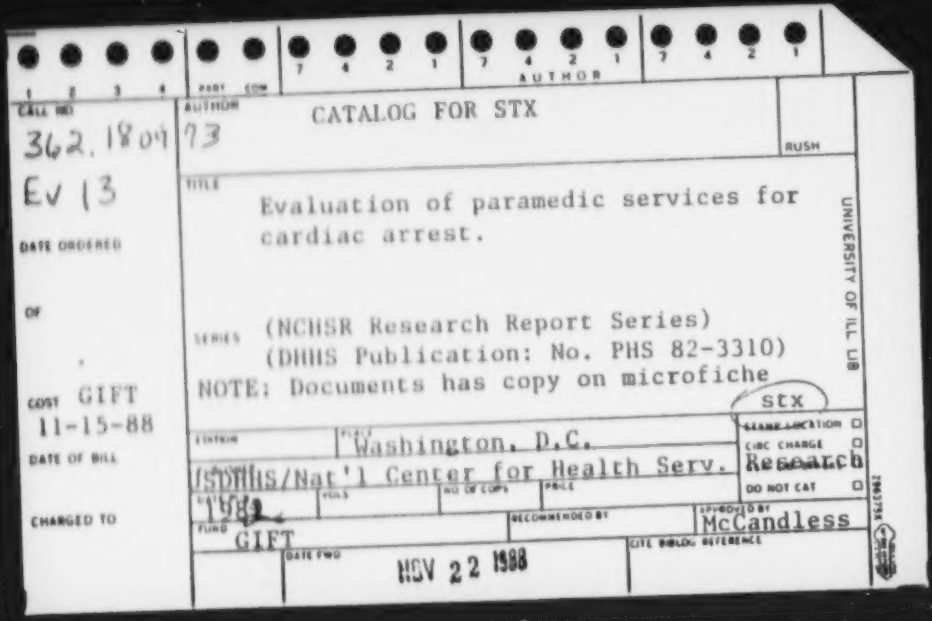
6.2D1-5



1 2 3 4 PART COM 7 4 2 1 7 4 2 1 AUTHOR 7 4 2 1

CALL NO
362.1809 73
Ev 13

AUTHOR
CATALOG FOR STX

RUSH

TITLE
Evaluation of paramedic services for cardiac arrest.

UNIVERSITY OF ILL LIB

DATE ORDERED

OF

SERIES (NCHSR Research Report Series)
(DHHS Publication: No. PHS 82-3310)

NOTE: Documents has copy on microfiche

stx

COST GIFT
11-15-88

DATE OF BILL

EDITION

PLACE Washington, D.C.

PUBLISHER USDHHS/Nat'l Center for Health Serv. Research

~~SAME LOCATION~~ ☐
CIRC CHARGE ☐
DO NOT CAT ☐

DATE 1982
VOLS
NO OF COPYS
PRICE

CHARGED TO

RECOMMENDED BY

APPROVED BY McCandless

FUND GIFT

DATE RWD NOV 22 1988

CITE BIBLIOG REFERENCE

BEST COPY AVAILABLE

-6-

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Screen 1 of 2
UIU - FOR OTHER HOLDINGS, ENTER dh DEPRESS DISPLAY RECD SEND
 OCLC: 17864150     Rec stat: c Entrd: 880428        Used: 880606
 Type: a Bib lvl: m Govt pub: f Lang:  eng Source: d Illus:
 Repr:   Enc lvl: I Conf pub: 1 Ctry:  dcu Dat tp: s M/F/B: 10
 Indx: 0 Mod rec:   Festschr: 0 Cont:
 Desc: a Int lvl:   Dates: 1987,
   1 010
   2 040      IPL $c IPL $d GPO
   3 043      n-us---
   4 074      42-W-1 (microfiche)
   5 086 0    A 93.44:AGES 870611
   6 090       $b
   7 049      UIUU
   ~~8 111 20  Transportation and Competitiveness Symposium $d (1986 : $c
Washington, D.C.)~~
   9 245 10  Transportation and competitiveness of U.S. agricultural
products in world markets : $b summary of a research symposium, October
1986.
  10 260 0   [Washington, DC] : $b U.S. Dept. of Agriculture, Economic
Research Service, $c [1987]
  11 300     vi, 15 p. ; $c 28 cm.
  12 490 1   Staff report ; $v no. AGES870611


 Screen 2 of 2
  13 500     Distributed to depository libraries in microfiche.
  14 500     "June 1987"--P. iii.
  15 650  0  Freight and freightage $x Congresses.
  16 650  0  Produce trade $z United States $x Congresses.
  17 650  0  Competition, International $x Congresses.
  18 710 10  United States. $b Dept. of Agriculture. $b Economic
Research Service.
  19 830  0  ERS staff report ; $v no. AGES 870611.
```

RE

CALL NO
382.41 i73
T

AUTHOR

RUSH

TITLE
TRANSPORTATION AND COMPETITIVENESS OF U.S. AGRICULTURAL PRODUCTS IN WORLD MARKETS

DATE ORDERED

OF
gift

SERIES

cop. 1-2

AGX

COST

DATE OF BILL

CHARGED TO

EDITION
PLACE
PUBLISHER
DATE 1987
STAMP LOCATION ☒
CIRC CHARGE ○
GEN LIB STACKS ○
DO NOT CAT ○

UNIVERSITY OF ILL LIB

SEP 24 1987

6.2D1-6

-7-

```
                                            BIBLIOGRAPHIC DISPLAY

     1. United States. Dept. of Agriculture. Economic Research Service.
        Transportation and competitiveness of U.S. agricultural products
        in world markets : proceedings of a research sysmposium, October
        1986. Washington, D.C. : Depatment of Agriculture, 1987.  v, 164 p.
        : ill. ;   ocm17-494917
     2. Transportation and competitiveness of U.S. agricultural products
        in world markets : summary of a research symposium, October
        1986. [Washington, DC] : U.S. Dept. of Agriculture, Economic
        Research Service, 1987. vi, 15 p. ;   ocm17-864150
L 2

MFICHEDOC.A93.44:AGES870611
UNITED STATES. DEPT. OF AGRICULTURE. ECONOMIC RESEARCH SERVICE.
TRANSPORTATION AND COMPETITIVENESS OF U.S. AGRICULTURAL PRODUCTS IN WORLD MARKE
TS : SUMMARY OF A RESEARCH SYMPOSIUM, OCTOBER 1986$ WASHINGTON, DC
MOLC     3416046   1987        1   ADDED:  880703
01      001 16-4W DOC
PAGE 1 END
```

```
        F R OCM17864150
                                              BIBLIOGRAPHIC DISPLAY

      Transportation and competitiveness of U.S. agricultural products in
world markets : summary of a research symposium, October 1986.
[Washington, DC] : U.S. Dept. of Agriculture, Economic Research Service,
1987.
      vi, 15 p. ; 28 cm. (Staff report ; no. AGES 870611)
      "June 1987"--P. iii.
        1. Freight and freightage--Congresses.   2. Produce trade--United
States--Congresses.   3. Competition, International--Congresses.  I.
United States. Dept. of Agriculture. Economic Research Service.  II.
Series.   III. Series:  ERS staff report ; no. AGES 870611.
      Supt. of Docs. no.:  A 93.44:AGES 870611 ocm17-864150
L
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MFICHEDOC.A93.44:AGES870611
UNITED STATES. DEPT. OF AGRICULTURE. ECONOMIC RESEARCH SERVICE.
TRANSPORTATION AND COMPETITIVENESS OF U.S. AGRICULTURAL PRODUCTS IN WORLD MAR
TS : SUMMARY OF A RESEARCH SYMPOSIUM, OCTOBER 1986$ WASHINGTON, DC
MOLC     3416046   1987        1   ADDED:  880703
01  .   001 16-4W DOC
PAGE 1 END
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BEST COPY AVAILABLE

6.2D1-7

20 June 1989

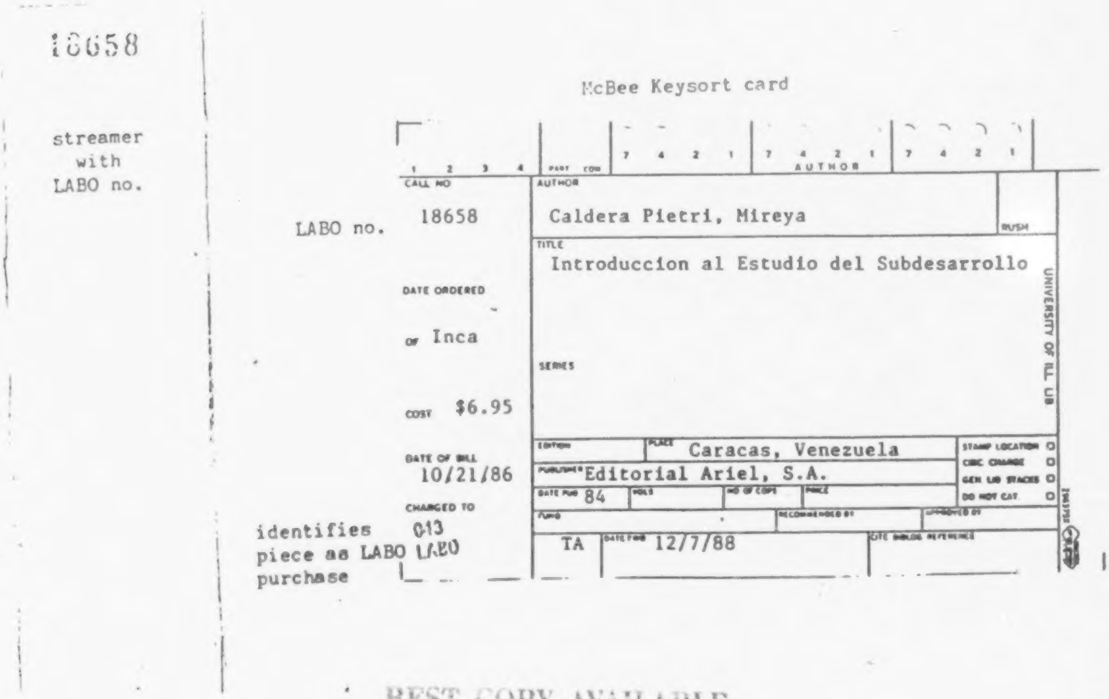
To: OCLC Cataloging Staff

From: Rhoda R. Engel

Re: LABO Materials

As a result of a new routine in the Latin American unit, Latin American blanket order books are beginning to come through without an LCS printout of the LABO order record. Instead they have two McBee Keysort cards with the LABO number typed in the upper left corner of the card and a white streamer with the number stamped on it. Currently the LABO numbers are appearing in the "call no." space on the keysort cards. I have asked Nelly to put the number in the "date ordered" space in the future: that will leave the "call no." space for us to use for the call number we assign.

There is an LCS record for these items, so the inputters will need to do a 949 REP(LABO.________) when OCLC is updated. The LCS record will be assumed to have holdings of cop.1 in STX. If we have other than one copy going to STX, the 949 would be a delete command. Classifiers should write "delete" on the streamer if appropriate: that is, when an item is a volume, if there is more than one copy, or if a blue location streamer has been inserted in the piece. The second keysort card (carbon copy) can be discarded: it is used when items are sent for original cataloging.


18658
streamer with LABO no.
McBee Keysort card
LABO no.
identifies piece as LABO purchase
1 2 3 4
7 4 2 1
7 4 2 1
7 4 2 1
AUTHOR
UNIVERSITY OF ILL LIB

CALL NO 18658

AUTHOR Caldera Pietri, Mireya

RUSH

TITLE Introduccion al Estudio del Subdesarrollo

DATE ORDERED

OF Inca

SERIES

COST $6.95

EDITION

PLACE Caracas, Venezuela

DATE OF BILL 10/21/86

PUBLISHER Editorial Ariel, S.A.

DATE PUB 84

CHARGED TO 013 LABO

TA

DATE REC 12/7/88

STAMP LOCATION ○

CBC CHANGE ○

GEN LIB STACKS ○

DO NOT CAT ○

BEST COPY AVAILABLE

6.2 E1-1

1 February 1994

To: Automated Services Staff

From: Rhoda R. Engel

Re: Africana Approval Plan Titles
(revised version)

Africana approval plan books come through the Unit with one of two typed order forms, Africana Plans or Gift Form (examples attached). Do not discard these slips. Al Kagan wants them returned to the Africana Reading Room for use in compiling his New Acquisitions list.

Not all the Gift Form slips will be initialed by AK. For titles with Gift Form slips, the classifier will decide if the work is about an African topic. If it is, the classifier will add an AF in the lower right corner of the slip as a flag for the inputter.

For CIP items, use the slips as temps. For items with an OCLC printout, use the p.o. as the temp and leave the slip in the item. The inputters will add call nos. to slips not used as temps. The Africana Plans slips and the Gift Form slips with AF in the lower right corner will be placed is a box for return to AFX.

6.2F1-1

AFRICANA PLANS

UNIVERSITY OF ILLINOIS LIBRARY

Rush

Call no.

Author/Title

Botswana '91 - Official Handbook

DATE 2.11.93

STX ☐
AFX ☑
OTHER ☐

☐ 0001-K014917
☐ 1492-A853219
☒ 1492-A983330
☐ 1492-A853220
☐ 0001-K030161
☐ OTHER

SPECIAL INSTRUCTIONS

Invoice #: 14629
Invoice Date: 20.10.93
Price: $14.90

Gift form

UNIVERSITY OF ILLINOIS LIBRARY

Rush

Call no.

Author/Title

Reich, Hanns
South Africa

DATE:

ST. LOC.
STX ☒
UNCAT

COPIES:
ED:
VOLS:

PUBLISHER/PLACE:
Hill and Wang
New York

REC. BY: AL
APP. BY: AL
DATE PUBL: 1961

DONOR:

AF ←

O-1880

Gift form

UNIVERSITY OF ILLINOIS LIBRARY

Rush

Call no.

Author/Title

Kagaya, Ryohei
A Classified Vocabulary of the Sandawe Language

DATE:

ST. LOC.
STX ☒
UNCAT

COPIES:
ED:
VOLS:

PUBLISHER/PLACE:
Institute for the Study of Langauges and Culture of Asia and Africa
Tokyo, Japan 1993

REC. BY:
APP. BY:
DATE PUBL:

THE LIBRARY OF T
JAN 27 1994
UNIVERSITY OF ILLINO
URBANA • CHAMPAIG

DONOR:

AF ←

O-1880

6.2 F1-2

20 May 1980

To: OCLC Cataloging Staff

From: Rhoda R. Engel RRE

Re: AFX titles

A new procedure has been instituted for books purchased on Africana funds. The purpose is to enable AFX to compile bibliographies of newly cataloged titles. Most of their material goes to Stacks, so they do not see the actual pieces once ~~the~~ a title has been cataloged.

There will be a green streamer stamped "return printout to AFX" in each item. The OCLC printout will be stamped in red in the upper right hand corner "return printout to AFX". Monographs classifiers do not have to do anything special with these items, just be sure the green streamer stays in the book as well as the p.o. with the stamped message. If, for any reason, you use a different p.o. for cataloging, borrow a searcher's stamp and stamp the "return printout to AFX" on the new p.o. Once the record has been updated in OCLC, the inputter will add the call no. to the p.o. and put it in a special box to be sent to AFX.

For serials, the finisher will make an extra copy of the temp and deposit it in the box for AFX printouts. The green streamer can then be discarded.

6.2F2-1

19 November 1985

To: OCLC Classifiers

From: Rhoda R. Engel RRE

Re: Upgrading of minimal-level records

The attached Technical Bulletin describes OCLC's plans to allow members to upgrade minimal-level records. This capability is now available. At yesterday's Cataloguing Policy Advisory Committee meeting, UIU's response to this capability was discussed. Records with Enc lvl "K" or "O" in the fixed field are the ones currently affected.

"O" records are order records, not cataloguing records. As such, they often require complete cataloguing of an item to upgrade the record to "I" level. Items with "O" records will continue to be distributed for original cataloguing; the OCLC unit is not to edit these records. The person providing original cataloguing will indicate on his/her copyslip that the inputter is to use the "O" record and upgrade to "I" level from the copyslip.

OCLC Cataloguing will continue to edit "K" records, supplying the missing pieces of the record (frequently, subject entries are missing). To draw the inputters' attention to the fact that an upgrade is called for -- change the Enc lvl K to Enc lvl I and circle the "I". Edit the entire record: fixed field in its entirety, 010 (if the LC card no. appears in the piece), 020, 041, 043, 050 and 082 (if LC assigned nos. appear in the piece in CIP copy), the complete description, and subject and added entries. Make sure that all necessary entries are present and in correct AACR2 form.

Enc lvl 7 records from LC have not yet been added to OCLC's data base. Since LC represents a national level cataloguing agency, its minimal level records (Enc lvl 7) would kick out matching member full level records. OCLC is working on programming to prevent this from happening.

6.2G1-1

OCLC

Technical Bulletin

SUBJECT Upgrade of Minimal-level Records

NUMBER 159

FROM Documentation Dept., Administrative Services Division

DATE 1985 September

PAGE 1 of 2

SUBSYSTEM AFFECTED: Cataloging

USER MANUAL AFFECTED: Cataloging: User Manual, 2d ed.

OCLC will soon implement a capability to allow users with Cataloging Full Mode authorizations (or higher) to edit and replace minimal-level records, as well as to upgrade Encoding Levels to higher levels. This capability will be available in the third quarter of 1985; OCLC will announce its availability via a log-on message. The information in this technical bulletin will be incorporated into Cataloging: User Manual, 2d ed., in a future revision.

Please address questions or comments as follows: Network institutions to appropriate network office; Independent institutions to User Contact Desk, OCLC.

1. PROCEDURES FOR UPGRADING MINIMAL-LEVEL RECORDS

If you have a Cataloging Full Mode authorization (or higher), you will be able to lock, edit, and replace bibliographic records with the following Encoding Levels:

K	Less-than-full cataloging input by OCLC participating library
O	Order-level record
7	LC cataloging, sublevel 7

The following table shows the Encoding Levels that may be upgraded and the values to which they may be upgraded:

Current Value	Upgraded Value
K	I (Although records with current value "K" can be replaced with a modified record of value "K", this would not be an upgrade.)
O	I or K
7	I or K

Continue to follow current procedures to lock and edit the record (see Cataloging: User Manual, 2d ed., section 9.1). Upgrade the record to reflect a higher level of cataloging. Then perform a "replace" ("rep" UPDATE) command to add the modified record to the Online Union Catalog.

If the Encoding Level was O or 7 when you locked the record, you must change the Encoding Level to K or I. If you attempt to replace a record which has Encoding Level O or 7 without changing the Encoding Level to K or I, the system will give you the message, "NOT AUTHORIZED".

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6.2G1-2

Exception: Only certain CONSER libraries can replace authenticated serial records. Therefore, serial records (Type: a, Bib lvl: s or b) that contain 042 fields are excluded from the minimal-level replace capability.

2. GUIDELINES FOR UPGRADING MINIMAL-LEVEL RECORDS

OCLC wishes to encourage practices which increase the quality of the Online Union Catalog. Upgrading minimal-level records from one encoding level to another can be such a practice. However, users seeking to modify records entered originally by other libraries should exercise caution lest the records actually represent different items from those held by the modifying library. It is important to verify that the bibliographic record matches the item being cataloged. "When to Input a New Record" (Appendix to Bibliographic Input Standards, 3rd ed.) gives guidance in recognizing such a match. If you are in doubt about the match, do not upgrade the minimal-level record. Instead, edit the record for local use. If appropriate, input a new record.

In the course of upgrading a bibliographic record from one encoding level to another, you may find that your cataloging differs from that contained in the minimal-level record. In this case, do not merely assume that your information is correct and the cataloging record is incorrect. OCLC encourages users to report errors to OCLC on Bibliographic Record Change Request Forms whenever there exists doubt.

In the same vein, do not change anything you are uncertain about. It is better to leave the record alone than to change or delete data which is useful for other users. Questionable information may be reported to OCLC on Change Request Forms.

Prior to replacing a minimal-level record, verify that your upgrades to the record meet all current input standards as described in Bibliographic Input Standards, 3rd ed. Also verify that the forms of names and uniform titles match headings found in the Name-Authority File.

Call Numbers and Subject Headings: Call numbers and subject headings require special attention. Do not attempt to modify or delete call numbers and subject headings in schedules you do not use in your library.

For example, libraries who use Library of Congress classification can add a Library of Congress call number to a minimal-level record, but they should not modify or delete a Dewey or NLM classification number. In the same way, libraries who use local subject headings should not attempt to modify or delete a Library of Congress subject heading. Other users who catalog from these records will want to use other call number and subject heading schemes.

3. PRICING ISSUES FOR UPGRADING MINIMAL-LEVEL RECORDS

Because an institution puts forth extra effort and provides a service for other users, OCLC grants the institution credit for use of existing online records that it has upgraded. Offline products (catalog cards, accession lists, and OCLC-MARC tapes) are charged at the normal rates.

For the current prices and credits being granted by OCLC, libraries should contact their network office or, for independent libraries, the User Contact Desk.

6.2G1-3

BEST COPY AVAILABLE

```
 Screen 1 of 2
NO HOLDINGS IN UIU - FOR HOLDINGS ENTER dh DEPRESS DISPLAY RECD SEND
 OCLC 11591078      Rec stat n Entrd 850117          Used 850117
Type a Bib lvl m Govt pub    Lang  ger Source d Illus a
 Repr    Enc lvl XI Conf pub 0 Ctry   gw  Dat tp s M/F/B 10
 Indx 0 Mod rec     Festschr 0 Cont b
 Desc a Int lvl     Dates 1982,
  1 010
  2 040       AGL c AGL       → 041 0- ger ‡b eng
  3 035       807982
  4 070       41 2 b M9222 1982 [no 88]
  5 072       L600 a L800
  6 092        b
  7 049       UIUU
  8 100 10    Thiele, Ute Gabriele, d 1954-
  9 242 00    Ketanserin and the influence on blood pressure.
 10 245 10    Zum Mechanismus der Blutdrucksenkung durch Ketanserin / c von Ute
Gabriele Thiele.
 11 260 0     ~~Mhunchen  b [s.n.],~~ c 1982.
 12 300       ii, 102 p.  b ill. ; c 21 cm.
~~13 490 0    Inaugural-Dissertation / Universithat Mhunchen. Tierharztliche
Fakulthat ; v 1982, [88]~~
 14 500       English summary   → 502 Thesis (doctoral)-- Ludwig-Maximilians-Universität
                                      München, 1982.
 15 500       Includes vita.

 Screen 2 of 2                     94-102.
 16 504       Bibliography p. ~~72-84~~
```

650 -0 Ketanserin.
650 -0 Blood pressure.
650 -0 Cats.

6.291-4

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275

Enc lvl Encoding Level

Input standards Mandatory. One-character code. Default: ▮

All formats Use *Enc lvl* to indicate the degree of completeness of the machine-readable record.

Codes Only the Library of Congress (LC), National Library of Medicine (NLM), the British Library (BL), National Library of Canada (NLC), National Library of Australia (NLA), and National Serials Data Program (NSDP) use the blank (ƀ) and numeric codes.

ƀ **Full-level LC, BL, NLC, NLA, or NLM cataloging.** LC, BL, NLC, NLA, and NLM use blank (ƀ) for their most complete machine-readable records. Blank (ƀ) indicates information derived from physical inspection of the item.

1 **Full-level cataloging, material not examined.** LC uses code 1 for the next-most-complete machine-readable record. Code 1 indicates that the record includes data that is explicit on LC catalog entries, with tagging, subfield codes, and other information supplied without physical inspection. Such records are less complete because some fixed and variable fields require physical inspection.

2 **Less-than-full level cataloging, material not examined.** LC uses code 2 for records between minimal-level and full-level cataloging that are created from extant description of the material (e.g., a printed catalog card) but without re-inspection of the item. LC transcribes some descriptive access points as found on the extant description. The authoritative headings may **not** be current. Only LC distributes records with code 2.

5 **Partial (preliminary) level cataloging.** LC, NLC, and BL use code 5 for records in process. Such a record is **not** final. You cannot make assumptions about the status of headings or descriptive cataloging level.

Partial serial records entered by LC contain descriptive cataloging in accordance with *National Level Bibliographic Record—Serials and headings*. However, an LC partial serial record lacks LC call number, Dewey classification number, LC subject headings, geographic area code, and form of contents code.

An NLC partial record lacks subject headings and/or classification numbers.

7 **Minimal-level cataloging**. Encoding Level 7 identifies minimal-level records, as described in National Level Bibliographic Record publications. Such records are considered final by the creating agency. Headings are in established forms to the extent that such forms were available at the time of cataloging. If no established form of a heading exists at the time of cataloging, a heading is created in accordance with AACR2 and is modeled on established headings of a like nature.

SER. NSDP uses code 7 for minimal-level records, as described in National Level Bibliographic Record publications. It considers such records final. NSDP uses established forms of headings to the extent that such forms were available at the time of cataloging. If no established form of a heading exists at the time of cataloging, NSDP creates a heading in accordance with AACR2. NSDP models the heading on established headings of a like nature.

Code 7 is in records created by LC, NSDP, the New Serial Titles section of LC, and as part of the United States Newspaper Program. Records created by NSDP may **not** have been authenticated by LC or another CONSER participant. You may upgrade these records.

8 **Prepublication-level cataloging.** Under the Cataloging-in-Publication (CIP) program, cataloging is done from data sheets supplied by the producer or publisher, and the cataloging information is printed in the published item. CIP records are complete except for the physical description. When the released version of the material is received, the level 8 record is updated to add the physical description and redistributed with an *Enc Lvl* of b̸.

SER. NSDP uses code 8 for records based on prepublication information provided by the publisher. In a record with code 8, the key title (field 222) is provisional, and a projected publication date (field 263) may be included.

When inputting bibliographic records into the Online Union Catalog, enter I or K, as appropriate. Level I represents full-level cataloging. Level K represents less-than-full cataloging.

I **Full-level cataloging input by OCLC participants.** Use for records that conform to OCLC's level I input standard. The level I input standard represents full cataloging. Use level I when transcribing LC or NLM copy.

K **Less-than-full cataloging input by OCLC participants.** Use for records that conform to OCLC's level K input standard. The level K input standard represents less-than-full cataloging.

L **Non-LC and non-NLM cataloging added from tape.** OCLC assigns code L to full-level records tapeloaded from an institution other than LC or NLM.

M **Less-than-full cataloging added from tape.** OCLC assigns code M to less-than-full records tapeloaded from institutions other than the LC, NLM, NLC, NLA, or BL.

E **System-identified error in tapeloaded record.** The system assigns code E if it finds an error when tapeloading the record. System-detected errors are often obvious to users (e.g., an illegal tag). You can use E-level records to produce cards or update holdings. However, you cannot change code E. Before using an E-level record, correct any errors apparent in the record.

OCLC reviews and corrects these records. Corrected records have the appropriate *Enc lvl*

J **Record deleted by the LC, NLM, NLC, NLA, or BL.** You can use J-level records to produce cards or to update holdings. However, you should search the Online Union Catalog for a replacement record.

6.2G2-2

TREATMENT OF ENC LVL 8 and ␢ 26 August 1992

Virginia Clark has shown me recent printouts where the cataloger has indicated a change of Enc lvl 8 to I. Enc lvl 8 stands for national library CIP records (mostly LC, but there are British and Canadian CIP records also). OCLC does not allow members to change the 8; the record will be changed when the national library's complete record reaches OCLC.

Another Enc lvl code that causes confusion at times is Enc lvl ␢. The blank is the code that indicates an LC complete record. OCLC does not allow members to change this code.

Do <u>not</u> make any changes in Enc lvl 8 or ␢. Only K, M, 5, and 7 can be routinely upgraded. I and L are complete member records.

Rhoda

```
NO HOLDINGS IN UIU - 19 OTHER HOLDINGS
 OCLC:  25246875            Rec stat:   n
 Entered:    19920115       Replaced:     19920209        Used:    19920815
 Type: a         Bib lvl: m          Source:              Lang:  eng
 Repr:           Enc lvl: 8          Conf pub: 0          Ctry:  enk
 Indx: 0         Mod rec:            Govt pub:            Cont:
 Desc: a         Int lvl:            Festschr: 0          Illus:
                 F/B:       0        Dat tp:   s          Dates: 1992,
   1  010      92-1168
   2  040      DLC :c DLC
   3  020      0198536844 : :c $60.00
   4  050 00  QA76.76.D47 :b U65 1992
   5  082 00  005.1 :2 20
   6  092      :b
   7  049      UIUU
   8  245 04  The Unified computation laboratory : :b modelling,
specifications, and tools / :c edited by Charles Rattray and Robert G. Clark.
   9  260      Oxford : :b Clarendon Press ; :a New York : :b Oxford University
Press, :c 1992.
```

```
NO HOLDINGS IN UIU - 5 OTHER HOLDINGS
 OCLC:  26319769            Rec stat:   a
 Entered:    19920327       Replaced:     19920908        Used:    19920814
 Type: a         Bib lvl: m          Source:              Lang:  eng
 Repr:           Enc lvl:            Conf pub: 0          Ctry:  enk
 Indx: 1         Mod rec:            Govt pub:            Cont:  b
 Desc: a         Int lvl:            Festschr: 0          Illus:
                 F/B:       0        Dat tp:   s          Dates: 1992,
   1  010      92-53698
   2  040      DLC :c DLC
   3  020      0803984383
   4  020      0803984391 (pbk.)
   5  043      ee----- :a e-ur---
   6  050 00  HN380.7.A8 :b D43 1992
   7  092      :b
   8  049      UIUU
   9  100 1   Deacon, Bob.
  10  245 14  The New Eastern Europe : :b social policy past, present and
future / :c Bob Deacon ... [et al.].
  11  260      London : :b Sage Publications, :c 1992.
NO HOLDINGS IN UIU - 5 OTHER HOLDINGS
```

6.2G3-1

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28 August 1989

A REMINDER

The policy regarding use of French copy found in OCLC has been changed. We are to use the records -- change non-quoted notes to English and add English subject entries if only French ones appear in the record.

German copy wil be showing up sometime; some has been spotted by the searchers. We will edit German records in the same manner as the French ones, i.e., change non-quoted notes to English and add English subjects as necessary.

The same policy will apply to Spanish, Italian, etc. records if and when they appear.

Rhoda

6.2 H1-1

SUBJECT HEADINGS

IF RECORD HAS:

651 0 Isère #x Social life and customs.

CHANGE TO:

651 0 Isère (France) #x Social life and customs.

IF RECORD HAS:

651 0 Boise, Idaho #x History.

CHANGE TO:

651 0 Boise (Idaho) #x History.

IF RECORD HAS:

650 0 Heteroptera #z Brussels, Belgium.

CHANGE TO:

650 0 Heteroptera #z Belgium #z Brussels.

IF RECORD HAS:

650 0 Xxxxxx #z Yyyyyy.
650 2 Xyyyyyyy #z Yyyyyy.

DO NOTHING, BECAUSE 650 2'S DON'T PRINT, but they do go in FOR

IF RECORD HAS:

650 2 Bcccccc #x Deeeeeee.
650 2 Fgggggggg #x Hiii.

THEN 650'S NEED TO BE ASSIGNED. CHECK RED LCSH BOOKS FOR ANALOGOUS HEADINGS.

650 b0 Slavery in the United States ‡x History.
650 b0 Slavery ‡z United States ‡x History.

8 April 1991

To: OCLC Cataloging Staff

From: Rhoda R. Engel RRE

Re: NON-LC 6XXs

Except for books of poetry, fiction, or drama by individual authors, we should ensure that each catalog record includes LC subject entries (6XX field with second indicator zero). Not all libraries use LC subject headings; medical libraries are more apt to use National Library of Medicine headings, agriculture related libraries frequently use National Agriculture Library headings, other lists are used by other libraries. For non-LC headings the 6XX second indicator will be a number other than zero.

In the past we have adapted or changed these entries to match the LC form and changed the indicator to zero. This is creating problems for members of Illinet Online who do not use LC subjects. This practice, in effect, deletes subject access to their FBR records. Therefore we need to change our procedure.

Beginning immediately, do not change any non-LC 6XX field on and OCLC record. If there is no LC heading on the record, have one or more as appropriate added to the record. To prevent confusion on the part of the inputter, write out the needed LC entries in all cases--even if the entry is the same as one already present except for the indicator.

Follow the same procedure if editing an FBR record. Do not change the non-LC headings (e.g. SUTM); add the appropriate LC headings (SUTL).

6.2 I 2-1

26 April 1989

To: OCLC Cataloging Staff

From: Rhoda R. Engel RE

Re: Special Fund Entries

We no longer make 500 notes with corresponding 700 added entries for gift books or for books bought on special funds. For three specific funds we will add a 690 (local subject) entry in the following form:

690 b̸b̸ Mandeville Collection.
690 b̸b̸ Robert D. Carmichael Memorial.
690 b̸b̸ Stewart S. Cairns Memorial.

Pieces purchased on these funds should come through with special plate streamers for the fund. When the streamer is present, add the appropriate local subject entry.

Add a 4th fund for which we are to make a local subject entry:

690 b̸b̸ Hugh C. Atkinson Memorial Fund

RRE
7-3-89

6.2I3-1

SPECIAL
PLATE

CALL NO	FUND NO 0115	LOCATION MTX	VENDOR	F-86057

AUTHOR/TITLE/SERIES

L'à-peu-près: aspects anciens et modernes
de l'approximation

DATE ORDER [illegible]

VENDOR:

SPECIAL PLATE

PLACE Paris
PUBL/DIST Ecole des Hautes Etudes, Centre de Mathematique Sociale
DATE 1988
PR 110 F.
ISBN: 271320903X
COPIES
DATE: 2-6-91
ED
APPROVED BY: NA MR90a:01002
VOL #
FUND: Car~~im~~michael fr

RUSH ☐
GEN. LIB. STX ☐
ADDED COPY ☐
UNCAT ☐

ORDER DEPT. UNIVERSITY OF ILL. LIB.
1408 W. GREGORY DR. URBANA, IL 61801

should read:
from the Robert D. Carmichael Memorial

2L6-11-88

21 August 1989

Scanning through this, I did not note any major changes in the LCRIs.

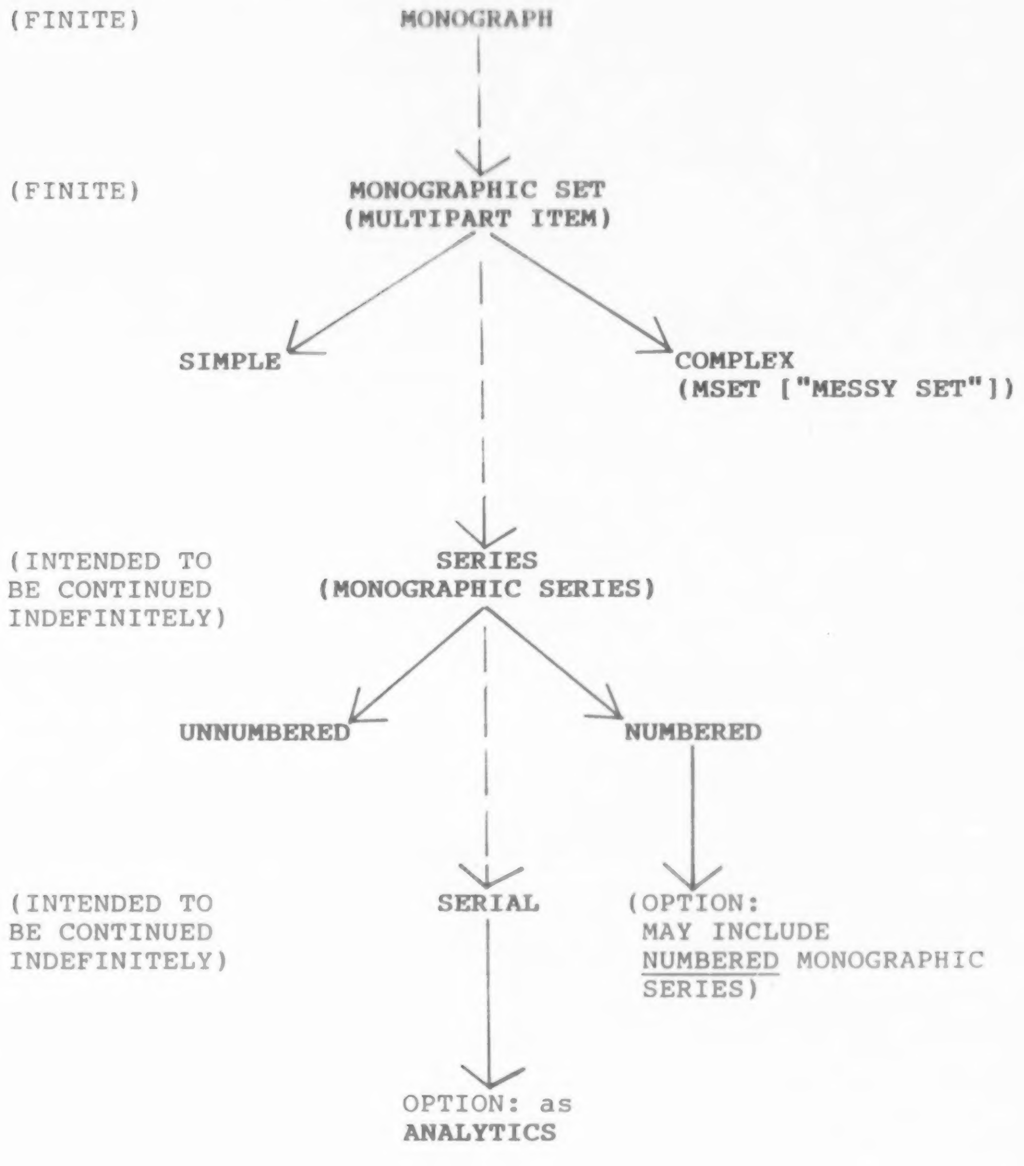
Among the new subject headings: Abusive men, DNA fingerprints, Exericise addiction, Glasnost, and Perestroika.

Among the changed subject headings in addition to the ongoing changes for ethnic groups, note the separation of Labor and laboring classes into Labor movement and Working class. For chemists, Polymers and polymerization has been separated into the two headings Polymers and Polymerization. As a bow to more current terminology Sweatshops replaces Sweating system.

Rhoda

6.2 I4-1

FROM MONOGRAPHS TO SERIALS


(FINITE)
MONOGRAPH
(FINITE)
MONOGRAPHIC SET
(MULTIPART ITEM)
SIMPLE
COMPLEX
(MSET ["MESSY SET"])
(INTENDED TO
BE CONTINUED
INDEFINITELY)
SERIES
(MONOGRAPHIC SERIES)
UNNUMBERED
NUMBERED
(INTENDED TO
BE CONTINUED
INDEFINITELY)
SERIAL
(OPTION:
MAY INCLUDE
NUMBERED MONOGRAPHIC
SERIES)
OPTION: as
ANALYTICS

6.2J1-1

SERIES TAGGING

If record has:

400 11 His ǂt Gesammelte Schriften in Einzelausgaben ; ǂv Bd.2

Change to:

490 1- His Gesammelte Schriften in Einzelausgaben ; ǂv Bd.2

800 1- Schaum, Johannes, ǂd 1835-1899. ǂt Works. ǂf 1984 ; ǂv Bd.2.

If record has:

410 21 Its ǂt Bulletin ; ǂv v. 12 (from the C.J. Divine Institute of Finance, New York University)

Change to:

490 1- Its Bulletin ; ǂv v. 12

830 -0 Bulletin (C.J. Devine Institute of Finance) ; ǂv v. 12.

If record has:

410 10 California. ǂb University. ǂt University of California publications in contemporary music ; ǂv 28

Change to:

440 -0 University of California publications in contemporary music ; ǂv 28

If record has:

410 10 United States. ǂb Dept. of Agriculture. ǂt Marketing research report ; ǂv 1968

Change to:

490 1- United States. Dept. of Agriculture. Marketing research report ; ǂv 1968

830 -0 Marketing research report (United States. Dept. of Agriculture) ; ǂv 1968.

If record has:

490 1- ARP occasional papers ; ǂv 5

810 2- Yale University. ǂb Antilles Research Program. ǂt ARP occasional papers ; ǂv 5.

Change to:

440 -0 ARP occasional papers ; ǂv 5

delete 810 field

6.2J2-1

If record has:

490 1- Special paper - Geological Society of America ; ǂv 183

810 2- Geological Society of America. ǂt Special paper - Geological Society of America ; ǂv 183.

810 to

Change ~~to create AACR2 entry would be:~~

830 -0 Special paper (Geological Society of America) ; ǂv 183.

~~For UIU Copy Cataloging only, change to:~~

~~440 -0 Special paper (Geological Society of America) ; ǂv 183~~

~~delete 810 field~~

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COMPLEX SERIES TAGGING EXAMPLE

```
NO HOLDINGS IN UIU - 1 OTHER HOLDING
 OCLC:  27145353              Rec stat:    a
 Entered:     19920928        Replaced:     19921219       Used:     19921219
 Type: a          Bib lvl: m             Source:                Lang:  ger
 Repr:            Enc lvl:               Conf pub: 1            Ctry:  gw
 Indx: 0          Mod rec:               Govt pub:              Cont:  b
 Desc: a          Int lvl:               Festschr: 0            Illus:
                  F/B:      0            Dat tp:    m           Dates: 1990,1991
   1  010      92-221184
   2  040      DLC :c DLC
   3  020      3925203133 (v. 1 : TFM)
   4  020      3927884057 (v. 1 : DEE)
   5  050 00   PC5009 :b .G45 1990
   6  082 00   469 :2 20
   7  092      :b
   8  049      UIUU
   9  111 2    Gemeinsames Kolloquium der Deutschsprachigen Lusitanistik und
Katalanistik :n (1st : :d 1990 : :c Berlin, Germany)
 NO HOLDINGS IN UIU - 1 OTHER HOLDING
  10  245 10  Akten des 1. Gemeinsamen Kolloquiums der deutschsprachigen
Lusitanistik und Katalanistik : :b (Berlin, 20.-23. September 1990) :
lusitanistischer Teil.
  11  260      Frankfurt am Main : :b TFM, T. Ferrer de Mesquita: :b Domus
Editoria Europaea, A. Sch onberger, :c 1990-1991.
  12  300      8 v. : :c 21 cm.
  13  490 1    v. 2, 8: Beihefte zu Lusorama. Erste Reihe. Studien zur
portugiesischen Sprachwissenschaft. :x 0937-2059 : :v 2.-3. Bd. = :a Primeira
s erie. Estudos sobre a l ingua portuguesa : :v t. 2-3
  14  490 1    v. 1, 3-4, 7: Beihefte zu Lusorama. Zweite Reihe. Studien zur
Literatur Portugals und Brasiliens. :x 0937-2067 : :v 3.-6. Bd. = :a
Suplementos de Lusorama. Segunda s erie. Estudos sobre as literaturas de
Portugal e do Brasil : :v t. 3-6
  15  490 1    v. 5-6: Beihefte zu Lusorama. Dritte Reihe. Studien zur
Afrolusitanistik. :x 0937-2075 : :v 2.-3. Bd. = :a Suplementos de Lusorama.
Terceira s erie. Estudos de afrolusitan istica : :v t. 2-3
  16  500      Summaries in Portuguese.
  17  500      Held at the Ibero-Amerikanisches Institut in Berlin, Germany.
  18  504      Includes bibliographical references.
 NO HOLDINGS IN UIU - 1 OTHER HOLDING
  19  505 0    Bd. 1. Zur Wissenschaftsgeschichte der deutschsprachigen
Lusitanistik -- Bd. 2. Neuere Ergebnisse der portugiesischen Sprachwissenschaft
-- Bd. 3. Studien zur portugiesischen Literatur -- Bd. 4. Zur literarischen
 Ubersetzung aus dem Portugiesischen -- Bd. 5 Studien zur lusographen Literatur
in Afrika -- Bd. 6. Studien zum Portugiesischen in Afrika und Asien -- Bd. 7.
Brasiliana. Studien zu Literatur und Sprache Brasiliens -- Bd. 8. Studien zu
Sprache und Literatur Galiciens.
  20  650  0   Portuguese philology :x Congresses.
  21  710 20   Ibero-Amerikanisches Institut (Berlin, Germany)
  22  830  0   Beihefte zu Lusorama. :n Erste Reihe. :p Studien zur Literatur
Portugals und Brasiliens : :v 2.-3. Bd.
  23  830  0   Beihefte zu Lusorama. :n Zweite Reihe. :p Studien zur Literatur
Portugals und Brasiliens : :v 3.-6. Bd.
  24  830  0   Beihefte zu Lusorama. :n Dritte Reihe. :p Studien zur
Afrolusitanistik : :v 2.-3. Bd.
```

RE

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6.2J3-1

★ WORKS ABOUT INDIVIDUAL NEWSPAPERS AND OTHER SERIAL ITEMS

biography or autobiography. For second biography by the same author, take work mark from first 2 letters of his name. For autobiographies classed in history, add the figure 1 to the work mark the same as for autobiographies classed in B.

B
E53e1j
Emerson, Ralph Waldo. Journal.

973.915
C77Wc1
Coolidge, Calvin, Pres. of the U.S. Autobiography.

For miscellaneous material by or about A. Lincoln use M instead of W; e.g.

973.7 L63M

Criticism. A criticism of an individual work should stand with the work. Add a capital Y to the work mark followed by a lower case initial letter of the name of the author of the criticism; e.g.

823
D36rYu
Ulrich, Hermann. Defoe's Robinson Crusoe.

A second criticism by the same author has the figure 2 added, e.g. D36rYu2. A capital Y is added to the author's number for a general criticism of his works under Philosophy and under American, English, and other literatures, except German and Romance literatures; e.g.

823
D36Yd
Dottin, Paul. Daniel De Foe et ses romans.

A criticism of the ideas of an author outside the field of literature and philosophy takes the regular book number, i.e., Cutter number from the author of the criticism and work mark from the title.

Concordances and Dictionaries. When a concordance or dictionary of an author is classified with his works, use a capital Z after the author number followed by the initial letter, in lower case, of the name of the compiler of the concordance or dictionary.

★ Capital Letters for Serials. Use capital letters instead of Cutter or Cutter-Sanborn numbers, except in a few cases, for periodicals, society publications, and newspapers classified in 050-079 and under the .05 and .06 subdivisions under general class numbers. Assign the first two letters of the first word of the entry, not an article. If these have already been taken, use the first three letters of the first word. Where this combination is already in the shelflist, add the first letter of the second word as the fourth letter, and so on. Occasionally it is necessary to vary from the rule because of letter combinations already in use under a class number. Do not take letters from the title if an entry is under author, except in unusual cases.

6.2 J4-1

Under 060-069, take the letters from the place where a society has its headquarters, or from the geographical unit in which it is located if these appear in the author entry. If this rule has not been followed for publications of a society already in the library, assign the letters for the new publications in accordance with the scheme followed for the old publications. Under 371.105, use Cutter numbers; under 371.106 assign the Cutter number from the name of the State for publications issued by State divisions of United States government organizations. Under 382.05, use Cutter numbers instead of letters for periodicals issued by divisions of the United States Government.

☆ *Treatises about a Particular Periodical, Academy, or Society.* Use the class and book number of the periodical, or in the case of a society, of the first serial publication, followed by the figure 2 (assigned arbitrarily) and the initial letter of the author's name; e.g.

052 GE2c	Carlson, Carl Lennart.	*The first magazine: a history of the Gentleman's magazine.*
071 CH2k	Kinsley, Philip.	*The Chicago tribune.*

6.2 J 4-3

```
NO HOLDINGS IN UIU - 5 OTHER HOLDINGS
 OCLC:  28566476           Rec stat:    c
 Entered:     19930804     Replaced:     19931005        Used:     19931022
 Type: a          Bib lvl: m       Source:    d          Lang:  eng
 Repr:            Enc lvl: I       Conf pub: 0           Ctry:  enk
 Indx: 1          Mod rec:         Govt pub:             Cont:
 Desc: a          Int lvl:         Festschr: 0           Illus: acf
                  F/B:      0      Dat tp:    s          Dates: 1993.
    1  040        ALM ‡c ALM ‡d NYP
    2  020        0224035304
    3  043        e-uk---
    4  090        Z325.N4 ‡b G4 1993x
    5  092        ‡b
    6  049        UIUU
    7  100 1      Glover, Stephen.
    8  245 10     Paper dreams / ‡c Stephen Glover.
    9  260        London : ‡b J. Cape, ‡c 1993.
   10  300        328 p., [8] p. of plates : ‡b ill., ports. ; ‡c 24 cm.
   11  500        Includes index.
   12  610 20     Newspaper Publishing (Firm)
 NO HOLDINGS IN UIU - 5 OTHER HOLDINGS
   13  650  0     Newspaper publishing ‡z Great Britain ‡x History ‡y 20th
century.
```

07.21
IkD2g

293

292 630 00 Independent (London, England)

630 00 Independent on Sunday

949 field

Background: Since 1989, every LCS order record now has a short UC (FBR) record generated from it via the LCS Superwylbur program (i.e., the short UC records in FBR have NOT been input via OCLC). Generally the titles in the short UC records appear all in capital letters. At times these UC records may appear alongside fully cataloged bibliographic records (generated through OCLC) of the same work in FBR (the work is owned by another member institution). In either case, the short UC record must be deleted from FBR. Cataloged bibliographic records in FBR, generated through OCLC, are called "OCM records," based on their internal ID coding which uses OCM numbers.

There are 5 possible commands in the 949 field:

The first two commands concern records in FBR:

FBRREPL upgrades FBR cataloging already in the database (previously input via OCLC). This command replaces a poor FBR record (such as a CIP record) with a new upgraded record. Information may only be added or updated to the record; fields may not be eliminated from the IO Union Record. The command is: "949 FBRREPL"

FBRDEL deletes a short UC (FBR) record when a full OCM record is being generated through OCLC with UIUC holdings, and the full OCM record duplicates the UC record (i.e., there would exist two records in FBR for the same item). This command does not affect LCS. The Inputters add this command as needed. The command is: "949 FBRDELUCno."

The last 3 commands concern the LCS Master record:

REP replaces only the bibliographic data in an LCS record with the information on the OCLC record which is being updated (call no. + main entry + 245 #a + 260 #a #c). It does not replace the holdings field (holdings and location) in the LCS record. The REP command automatically checks FBR for short UC records which will be replaced by the full FBR record (OCM record). The REP command also keeps the same LCS title number (internal ID coding). For example, to replace a short UC (FBR) record with a full OCM record, in which the only change on the LCS order record is the temporary call no. or the main entry or place/date of publication (not holdings: i.e., "ordered for LSX; going to LSX"), Inputters use the command: "949 REP(call no.)"

A temporary Gift no. written on the Gift form is replaced with this command: "949 REP(Gift. no.)"

Catalogers are only responsible for REP involving Gifts.

6.2K1-1

DEL deletes the entire LCS record, including the holdings field. This allows the OCLC record to create a new LCS record. The DEL command also creates a new LCS title number (internal ID coding). The DEL command is sometimes used in tandem with the FBRDEL command to delete a short UC record in FBR, and thus generate both a new FBR and LCS record from the OCLC record. For example, if a short UC (FBR) record has previously been generated from an LCS order record, and if the holdings on the LCS order record is incorrect (i.e., "ordered for STX; going to HIX" ; or cop. 1 is actually vol. 1), both the short UC record and the complete LCS record are deleted with this set of stacked commands: "949 DEL(ORDER.no.) #a FBRDELUCno."

In practice, 949 commands may be (and often are) stacked in separate "a" subfields. The above set of stacked commands is accomplished in the OCLC Cataloging Section by a form of shorthand: When a change in the holdings line is noted on an LCS order record, the cataloger is only required to write "del" in the upper right corner of the card. "Del" cues the Inputters to add this particular command string.

Catalogers: If two separate orders are received for the same title, (i.e., a copy for EDX and a copy for STX) do the following: Write "del" in the upper right corner of both LCS order records. Use the order card for the copy decided upon as copy 1 for the temporary shelflist, and supply the corrected holdings. The order card for the second copy is crossed out with a large "x" (DO NOT write over the temporary order number), and is then stapled back to back to the temporary shelflist card. Holdings on the temp are to be listed as usual:

cop. 1 EDX
cop. 2 STX

IGNO leaves the LCS record alone. The IGNO command may be used to change FBR or LINK files through OCLC. For example, when upgrading minimal level cataloging to full level member input copy (i.e., using ENHANCE in OCLC), the existing LCS record may be correct. The IGNO command would leave the LCS record intact. The Inputters use the command: "949 IGNO"

In practice, the Inputters automatically take care of the **IGNO** and **FBRDEL** commands as a matter of routine, as well as the formal construction of the DEL command. Catalogers, however, are still responsible for cueing the Inputters with **DEL** when there is a change in the holdings field on an LCS order record. Catalogers are also responsible for the **REP** command when Gift forms contain Gift "order" numbers (NOTE: all gift forms do NOT have gift numbers). Other instances of REP are automatically handled by the Inputters.

The most powerful command is **FBRREPL.** Only the Maintenance sites within the state (including UIUC) are allowed to use this command. Use this command only when the OCLC printout is accompanied with an OCM record (an FBR record which has been generated through OCLC). FBRREPL is only used when the OCM record requires additional fields or must be updated to match the edited OCLC record. Eliminating fields from the existing IO Union Record is not allowed.

6.2K1-2

2/12/92

Guidelines for using 949 FBRREPL

wiping out everything already in FBR

Category 1.) C.I.P.

949 FBRREPL may be used when updating any C.I.P. record. There is no need to check IO for the existance and/or fullness of the record to be updated prior to updating since information usually added is likely to be quite consistant from library to library.

Category 2.) SERIALS

949 FBRREPL may be used when updating serials records. IO MUST BE CHECKED for the existance and/or fullness of the record to be updated prior to updating to insure that information is ONLY being added or updated. The Maintenance Site updating OCLC must take the responsibility for not eliminating information from the IO Union Record.

Category 3.) OTHER RECORDS/FORMATS

949 FBRREPL may be used when updating other records or formats. IO MUST BE CHECKED for the existance and/or fullness of the record to be updated prior to updating to insure that information is ONLY being added or updated. The Maintenance Site updating OCLC must take the responsibility for not eliminating informaiton from the IO Union Record.

2/12/92

6.2K2-1

949 Options

These fields can be added to an OCLC record at the time of updating or inputting. 949 is not a repeatable field, however subfield a is repeatable.

Syntax	OCLC Holdings	LCS Master Record	LCS Serial Holdings	FBR Bibliographic File	Link File
949 IGNO	A	--	--	A	A
949 REP(call no.)	A	M	--	A,D	A,D
949 DEL(call no.)	A	D	--	A	A
949 FBRDELUCno.	A	--	--	A,D	A,D

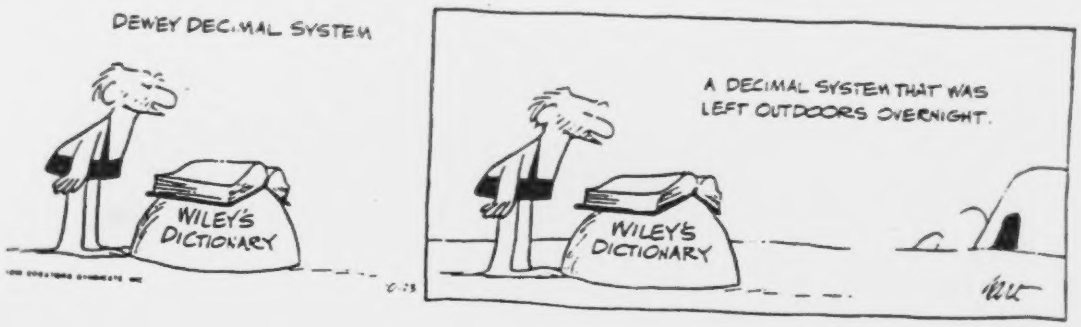
* The REP option uses bibliographic data in the OCLC record being updated to replace bibliographic data in the LCS record specified in the 949 field. LCS holdings (monograph or serial) are NOT replaced.

* DEL and FBRDEL options delete the record whose call number or UC number appears in the 949 field, NOT the record in which the 949 occurs.

* The Added Data is the result of updating the OCLC record, not the 949 field.

Key: A=Adds data D=Deletes LCS data M=Modifies data --=No effect
Deletes UC bib records

B.C. By Johnny Hart


DEWEY DECIMAL SYSTEM
WILEY'S DICTIONARY
A DECIMAL SYSTEM THAT WAS LEFT OUTDOORS OVERNIGHT.
WILEY'S DICTIONARY

949 REP

To replace a short uc record with a full ocm record:

Add the call no. from LCS to a matching OCLC record: 371.5
H453r

Add a 949 field: 949 REP (371.5H453r)
or Entr =

When the OCLC record is updated and loaded into IO, this happens:

the bibliographic part of the LCS record is replaced
an OCM record is entered into IO
holdings and scopes are added to the OCM record
the OCM record is linked to the LCS record
the uc record is deleted

---

949 FBRDEL

To delete a short uc record:

when a full OCM record with UIUC holdings duplicates it
when you simply want to get rid of the uc record

Add to any OCLC record to be updated or canceled a 949 field with the RID no. of the record to be deleted: 949 FBRDELuc0123456

This deletes the uc record without affecting LCS

---

949 FBRREPL

(only 9 maintenance sites can do this)

To replace a poor OCM (e.g. CIP) record with a better version:

Edit appropriate OCLC record as desired

Add a 949 field: 949 FBRREPL

This wipes out the poor record and transfers all holdings, scopes, and links to the new upgraded record

For minor changes, edit the OCM record through FBR online maintenance

949 REP INSTRUCTIONS

TO REPLACE A SHORT RECORD WITH A FULL OCM RECORD AND TRANSFER HOLDINGS, LINKS AND SCOPES TO THE FULL RECORD:

1. Find the OCLC record you wish to use to replace the short record, and edit it as follows.

2. Edit the call number field to match your LCS call number.
   Example: 092 371.5 #b H453r
   or 090 E158 #b .C78

3. Edit the 049 field (4-letter code is enough)
   Example: 049 SOI2

4. *Edit the rest of the record to upgrade it if the OCLC record is not yet in IO as an ocm and/or if you wish to produce cards to an upgraded standard. *OPTIONAL

5. Add a 949 field with the following spacing and punctuation (capitalization does not matter). (The call number in parentheses is that of the LCS record to which the short FBR is linked).
   Example: 949 REP(371.5H453R)
   or 949 REP(E158.C78)

6. [UPDATE] [SEND] or [PRODUCE] [SEND]
   Note: this 949 command will not work on a CANCEL transaction.

This will accomplish the following:

-Replace the bib part of the LCS record
-Enter the OCLC record into IO as an ocm if it is not already there. (If the ocm record is already in IO, the program just skips it and goes on.)
-Add your holding and scope to the ocm record
-Link the OCM record to your LCS record
-Delete your short record from the system

Does not work on M-set, SER

6.2K3-2

12/91

949 FBRDEL INSTRUCTIONS

TO DELETE A SHORT RECORD AND ITS HOLDINGS, SCOPES AND LINKS:

PREFACE
The FBRDEL command accomplishes for a short record the same thing an OCLC cancel does for a regular ocm record. It removes your holdings, scopes and links, and in addition deletes the short record itself. Use it in the following circumstances:

A. You have a full ocm with correct holdings, scopes and links and also a short record for the same title (an order record, for example) You wish simply to get rid of the short record and everything connected with it.

B. The short record represents a title you no longer hold, or you never held (for instance, your order was never filled). You simply want the record out of the system.

C. The short record contains mistaken information. You wish to get rid of it and start over.

1. Find the RID of the short record you wish to delete this is the record number, preceeded by your institution's two-letter code). Warning: You may delete only your own institution's short records! Example: sc0123456 (for a Carbondale short record)

2. Create a 949 statement with the following spacing and punctuation (capitalization does not matter): Example: fbrdelsc0123456

3. Add this 949 statement to any OCLC record that you are going to PRODUCE, UPDATE or CANCEL. The OCLC record does not need to have any connection with the record you are deleting. The FBRDEL command bears no necessary relationship to the record it rides on.

4. You may add as many FBRDEL's to the same 949 field as you like, to the limit of the OCLC record limit. Each FBRDEL must be entered in a separate subfield #a.
Example: 949 fbrdelsc0112345 #a fbrdelsc0145678
#a fbrdelsc0176543 #a fbrdelsc0154321

5. [UPDATE], [PRODUCE], OR [CANCEL] [SEND]. Note: this is the only 949 field that will work on a CA transaction.

This will accomplish the following:
- Delete your short record
- Delete its holding, scope and link
- In no way affect your LCS record

6.2K3-3

949 FBRREPL INSTRUCTIONS

MAINTENANCE SITES ONLY

TO REPLACE A POOR OCM (e.g. CIP) RECORD WITH A BETTER VERSION:

1. Find the appropriate OCLC record
2. Edit it to the standard desired
3. Add 949 as follows: 949 FBRREPL
4. [UPDATE] [SEND]

OR:

Edit the ocm record using FBR online Maintenance.

EXCEPTION: TO REPLACE ONE OF THE SHORT RECORDS THAT GOT AN OCM PREFIX BY MISTAKE INSTEAD OF A TWO-LETTER INSTITUTION PREFIX:

EITHER: Use method A above
OR: Cancel the OCLC record and then the following week re-update it.

6.2K3-4

24 July 1989

To: OCLC Cataloging Staff

From: Rhoda R. Engel RRE

Re: Temps

It is time for my annual/semi-annual note regarding the temporary shelf list card.

Classifiers are responsible for ensuring that the author and title on the order card matches the author and title on the OCLC cataloging copy. You are also responsible for indicating the correct location of a piece and holdings information on the order card.

Change or add the main entry as necessary.

Change or add the title proper (subfield a of the 245) as necessary.

If the author or title information is incorrect on the card, the Cutterer is apt to assign a wrong Cutter no.

Location should match the blue streamer if there is one in the book. If there is no blue streamer, the location is STX.

Add holdings information relating to copies and/or volumes as appropriate.

If the order card is an LCS printout and you change either holdings or location (or both) from what is printed on the card, write "delete" in the upper right portion of the card.

Never write over the order (EBO, LABO, etc.) number on the LCS order card. Inputters add that number in a 949 field to replace the order record in LCS with the catalog record. They must be able to read the number in order to input it correctly.

The order card with call no. is used as a temporary shelf list card. Maintenance personnel check that temp against the record when it appears in FBR and LCS. If the information on the temp does not match that in FBR/LCS, it causes extra work for Maintenance. They must then determine which title the Library actually has and which department really has the item. So, please take that extra minute to make sure the information on the temp matches the OCLC printout and the piece in hand.

Always write numbers and letters in the call no. clearly, so that Cutterers and inputters have no trouble distinguishing them. Certain letters and numbers always cause problems. Some conventions to prevent problems:

Always add a tail to the letter O to distinguish it from a zero - O o

Use a script el for the lowercase letter to distinguish it from a one - l 1 or 1

For s, use either the script letter both upper and lower case, or use - S s

Make a 5 with both straight and curved lines, not all curves - 5

To ensure that a b is not mistaken for a 6, add a tail to the left of the vertical - b

6.2L1-1

418.02
T6877

88-905444
I E 58191

Translation as synthesis : a search for a new gestalt / edited by K. Karunakaran, M. Jayakumar. — New Delhi : Bahri Publications, 1988.
vi, 142 [i.e. 194] ; 22 cm.
24
Papers of the National Seminar on "Syntax and Semantics in Translation with Particular Reference to Modern Indian Languages", sponsored by the University Grants Commission, New Delhi and Bharathiar University, Coimbatore, held in 1987.

MDX

CONTINUED ON NEXT CARD

catalog card accompanying Asian titles used as a temp

194
F821 Ysh

Author: Shumway, David R.

Title: Michel Foucault

Place: Boston
Publisher: Twayne Publishers
Copyright: 1989

Location: UGX

Date on streamer: JUL 18 1989
2000-17-78

local card typed for CIP "purch ser, cat as sep" item

APPROVAL SHIPMENT (INV. 522542 on 05/30/89).

~~Whitney, Paul. (ed.)~~
158.7
P9597
Psychology and productivity

[proceedings]

Plenum Press. 1988

IRX

HD 0057 0-306-42937-3 88-017895 1-89026-1482
CODE: UILL 1 Scholarly Book Ctr. LIST: $49.50
DISC: % 18.00
DATE: 05/31/89 NET: $40.59

approval plan order card

823
R8953i

Rush, Christopher, 1944–
Into the ebb : a new collection of East Neuk stories. – Aberdeen : Aberdeen U.P., 1989

213p ; 23cm

STX

COPY 6

COPIES
1

PLEASE QUOTE INVOICE NUMBER
55970158
005
ON PAYMENT

PR 823

INVOICE DATE
25 Apr 89

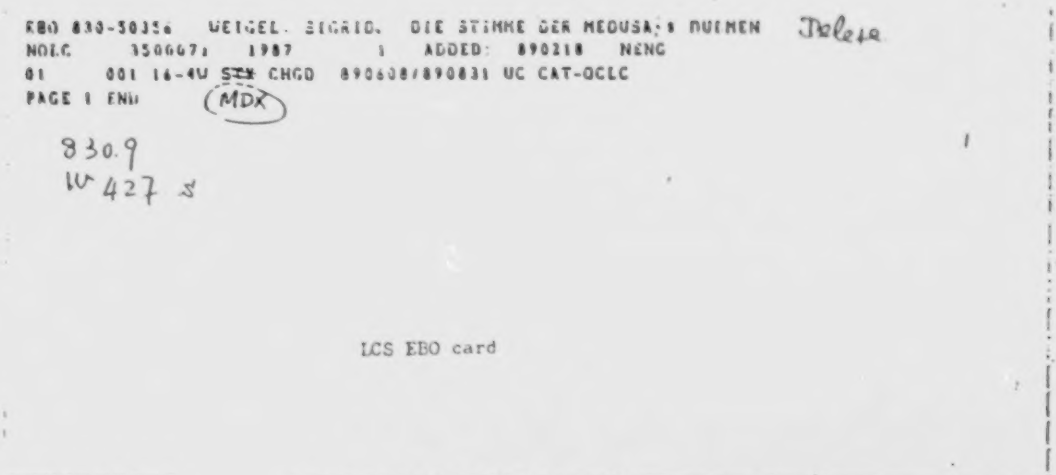
ISBN
008-0365906

25201402 003 £9.95
URBANA U PRE $17.41

NEW TITLE INVOICE

BLACKWELL'S, OXFORD, ENGLAND
V.A.T. Reg. No. 194 2039 62

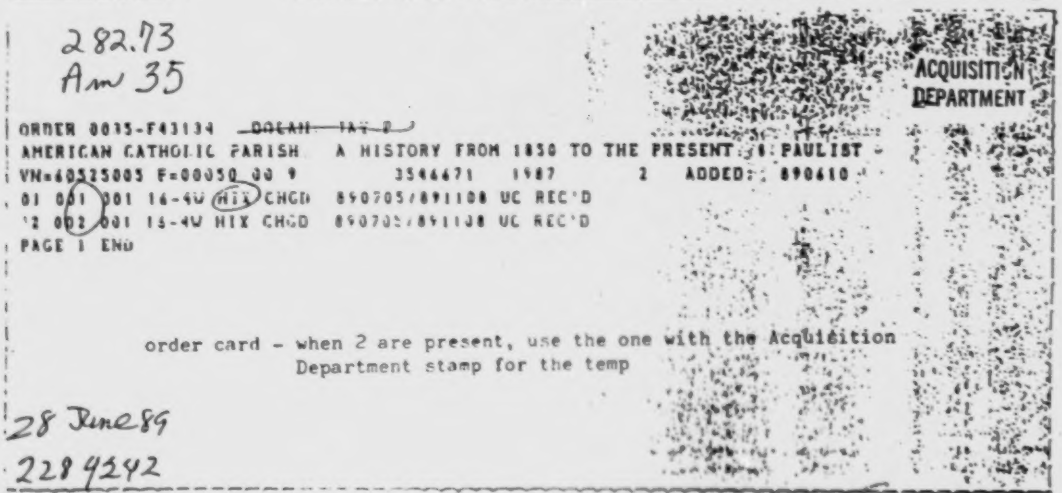
approval plan order card



```
EBO 830-50356   WEIGEL, SIGRID.  DIE STIMME DER MEDUSA: MUENEN   Delete
NOLC      3500671   1987        1   ADDED:  890218   NENG
01      001 16-4W SIX CHGD  890608/890831 UC CAT-OCLC
PAGE 1 END      (MDX)
```

830.9
W427 s

LCS EBO card



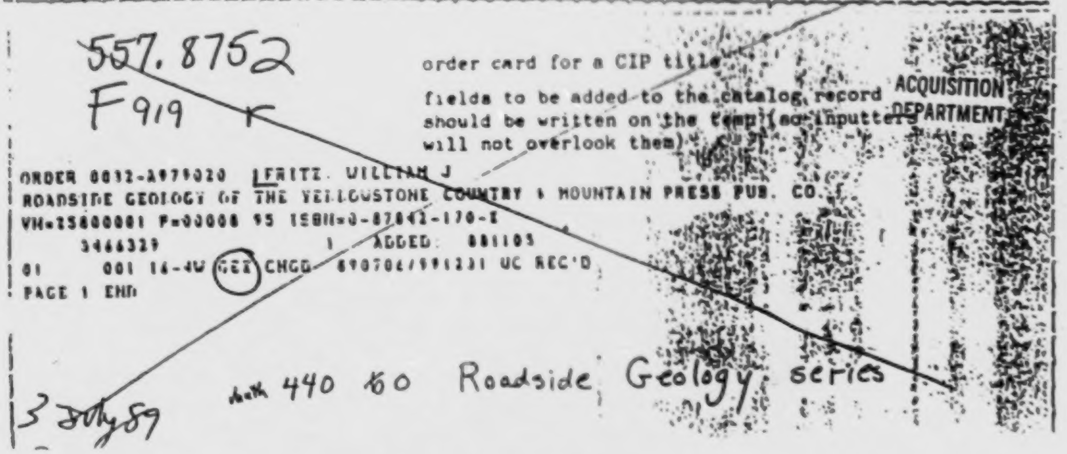
282.73
Am 35

```
ORDER 0035-F43134  ~~DOLAN, JAY P~~
AMERICAN CATHOLIC PARISH   A HISTORY FROM 1850 TO THE PRESENT : PAULIST -
VN=60525005 F=00050 00 9          3546671   1987      2   ADDED: 890610
01 001 001 16-4W HIX CHGD  890705/891108 UC REC'D
'2 002 001 15-4W HIX CHGD  890705/891108 UC REC'D
PAGE 1 END
```

ACQUISITION DEPARTMENT

order card - when 2 are present, use the one with the Acquisition Department stamp for the temp

28 June 89
2284242



557.8752
F919 r

order card for a CIP title

fields to be added to the catalog record should be written on the temp (so inputters will not overlook them)

ACQUISITION DEPARTMENT

```
ORDER 0032-A979020  LFRITZ, WILLIAM J
ROADSIDE GEOLOGY OF THE YELLOWSTONE COUNTRY : MOUNTAIN PRESS PUB. CO.
VN=25800001 F=00008 95 ISBN=0-87842-170-X
     3466329             1   ADDED:  881105
01      001 16-4W GEX CHGD  890704/891231 UC REC'D
PAGE 1 END
```

Add 440 to 0 Roadside Geology series

3 July 89

BEST COPY AVAILABLE

6.2L1-3

892.709
C113 p Cachia, Pierre.   P •
Popular narrative ballads of modern
Egypt. /
xvii, 365p. : 23cm.
Oxford : Clarendon Pr., 1989
[Text in English & Arabic]

1. Arabic Literature   MDX
PJ   B4N   ISBN 019826545X   CD# 88-3646

CONTROL 244954	ILLINOIS - URBANA		47210
DATE 11 APR 89			
LIST PRICE 72.00 USA	ORDER NO / FUND	ORDER DATE	DATE RECEIVED
CL: 19			
550657FI			

COUTTS LIBRARY SERVICES

COPY 1

294.3443
B992 mi E

ACQUISITION DEPARTMENT

Bkra-sis-rnam-rgyal, Dwags-po Pan-chen, 1512 or 13-1587.

ORDER 0067-F43207 ~~NAMGYAL, TAKPO TASHI~~
MAHAMUDRA THE QUINTESSENCE OF MIND AND MEDITATION ; SHAMBHALA PUBLICATIONS
VN=25800001 P=00025 00 $ 3546371 1986 1 ADDED: 890610
01 001 16-4W HIX CHGD 890706/991231 UC REC'D
PAGE 1 END

3 July 89
892029

539.7
V289 q

delete

ACQUISITION DEPARTMENT

Vanier, Jacques

ORDER 0064-F16437
QUANTUM PHYSICS OF ATOMIC FREQUENCY STANDARDS ; ~~TAYLOR & FRANCIS~~ Hilger
VN=25800001 P=00000 00 BOOK=9 3533201 1989 1 ADDED: 890506
01 ~~001 1W PHY CHGD~~ 890703/991231 UC REC'D
PAGE 1 END

V.1-2 PHX

27 June 89
891061

19 September 1988

To: OCLC Cataloging Monographs Classifiers

From: Rhoda R. Engel

Re: Temp Locations and Call No. Clarity

1. Classifiers are responsible for indicating the correct location of a piece on the temporary shelf list card. Approval orders and blanket orders often have order cards showing no location. The classifier should add the LCS location symbol--to match the blue streamer in the book; if no blue streamer, the location is STX. LCS cards for approval orders (order no. with prefix APR.) must always have the location changed from ACQ; these also require "delete" instructions to the inputter.

   A specific problem that has surfaced recently is LCS order cards for titles purchased on Women's Studies funds. They have the location WST on the order card and usually a white STX streamer in the piece. In this case the location on the order card should be changed to STX and "delete" noted for the inputter. Women's Studies is only a reading room, not a library. They keep only a small number of items in the reading room; their collection is mostly located in the Stacks.

2. Another reminder about the temp. You are responsible for insuring that the author and title on the temp matches the author and title on your cataloging copy. Maintenance people check the temp against FBR and LCS; wrong information on the temp causes them headaches in trying to determine what the Library really has and where it can be found. So, please take an extra minute to make sure that the information on the temp matches the printout and the piece in hand. Also, failing to correct the entry on the temp card can lead to a wrong Cutter no.

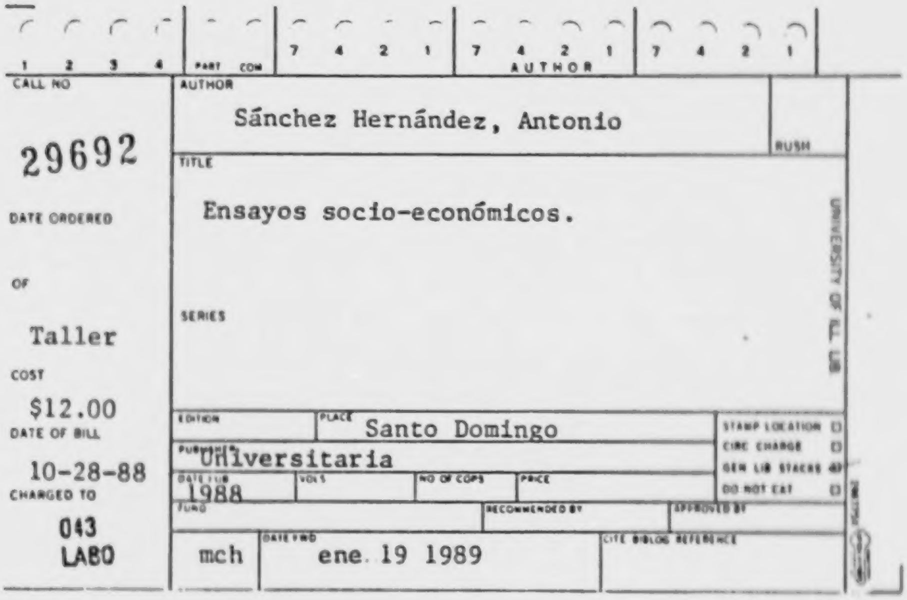
3. Inputters can have difficulty distinguishing the letter O from the number 0 in call numbers. To help them get the call number correct, always add a tail to the letter O, e.g. O and o, and use a closed circle for zero, 0.

   Use a script ℓ for the lowercase letter to distinguish it form the number 1.

   Another letter/number often confused is s and 5. Use of script s, upper and lower case, and careful writing of the 5 will prevent mixups.

6.2L2-1

1-9-90



1 2 3 4 PART COM 7 4 2 1 7 4 2 1 AUTHOR 7 4 2 1

CALL NO 29692

DATE ORDERED

OF Taller

COST $12.00

DATE OF BILL 10-28-88

CHARGED TO 043 LABO

AUTHOR Sánchez Hernández, Antonio

RUSH

TITLE Ensayos socio-económicos.

SERIES

UNIVERSITY OF ILL LIB

EDITION

PLACE Santo Domingo

PUBLISHER Universitaria

DATE PUB 1988

VOLS

NO OF COPS

PRICE

STAMP LOCATION ☐

CIRC CHARGE ☐

GEN LIB STACKS ☑

DO NOT CAT ☐

FUND

RECOMMENDED BY

APPROVED BY

mch

DATE RCD ene. 19 1989

CITE BIBLOG REFERENCE

Please do not use these cards for temps. Use the p.o. instead. The LABO no. stamped in the call no. spot can be confusing to the inputters. If not lined out, the inputter may mistake it as part of the call no. To be safe, do not use for a temp.

Rhoda

Bailey
Betzold
Cauthen
✓Hornbacker
✓Nordheden
Sambora
To

Order numbers

Monographs arrive in Automated Services through a variety of ordering mechanisms:

Firm orders are items ordered individually by bibliographers using departmental funds. They are accompanied with an LCS order card which is given a temporary call number in the form: ORDER.0052-k072203 (see example).

EBO stands for European Blanket Order. Materials are acquired through vendors. They are also accompanied with an LCS order card which is given a temporary call number in the form: EBO.320-77861 (see example).

Gift materials which are processed through the Acquisitions Unit are given a temporary call number in the form: Gift.90-1276 which is typically found on the bottom half of the Gift form (see example).

LABO stands for Latin American Blanket Order. Materials are accompanied with any of three different order cards (an LCS order card, a Blanket Order form with a stamped streamer, a key punch card with a stamped streamer). Each type of order card carries the temporary call number in the form: LABO.25138 or simply the number: 65430 (see both examples).

ACQUISITION DEPARTMENT

FIRM ORDER # (TEMPORARY CALL #)

```
ORDER 0052-K072203   DERESKE. JO   MISS ZUKAS AND THE LIBRARY MURDERS $ AVON
VN=25800001 P=00004 50 ISBN=0-380-77030-X
     4183614   1994        1   ADDED   941008
01      001 16-4W LSX CHGD  941123/950329 UC REC'D
PAGE 1 END
```

9Nov94

431557

EBO #

```
EBO 320-77861   DOMMEL. DANIEL   LA CRISE CALEDONIENNE $ PARIS
NOLC      4086094   1993        1   ADDED   931218   NENG
01      001 16-4W STX CHGD  941026/950118 UC CAT-OCLC
PAGE 1 END
```

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BELOW: GIFT FORM WITH TEMPORARY CALL #

Gift form

UNIVERSITY OF ILLINOIS LIBRARY

Rush

Call no. 027.5788 C823

DATE: 11-2-90

ST. LOC. LSX XX

STX

UNCAT

Author/Title

Dahlgren, Anders C., et al.
Costs & Benefits: An Examination of the Roles, Services, and Funding of The Colorado State Library, The Colorado Regional Library Service Systems, and The Colorado Resource Center.

on LCS 3-7-94

Rec'd 11-29-90 LISL CAT on shelf 3-2-94

COPIES:

ED:

VOLS:

PUBLISHER/PLACE:
Library Planning Associates
Streamwood, IL

REC. BY:

APP. BY: Stenstrom

DATE PUBL:

Gift. 90-1276

DONOR:

310

6.2L4-2

LCS ORDER CARD

```
LABO 25138   BELISLE, JEAN F  AND SANTIAGO ORTIZ C    LA DEUDA EXTERNA $ QUITO
   NOLC      3388504   1987        1   ADDED   880403   NENG
01     001 16-4W STX
PAGE 1 END
```

SUSAN BACH LTD. Rua Visconde de Caravelas 17/ Rio 22271/Brazil

65430 ← BLANKET ORDER FORM → Blanket Order: 0043 LABO

AUTHOR: Amorim, C.

TITLE: Comando Vermelho: a história secreta do crime organizado.

PUBLISHER: 3a.ed. Record

SERIES:

No.

PLACE: Rio

PRICE: 25.00

YEAR: 1993

INVOICE NUMBER 37 : DATE March 30, 1994

REMARKS:

LOCATION: STX

311

6.2L4-3

LABO STREAMER

312

65430

5 February 1990

To: OCLC Cataloging Staff

From: Rhoda R. Engel

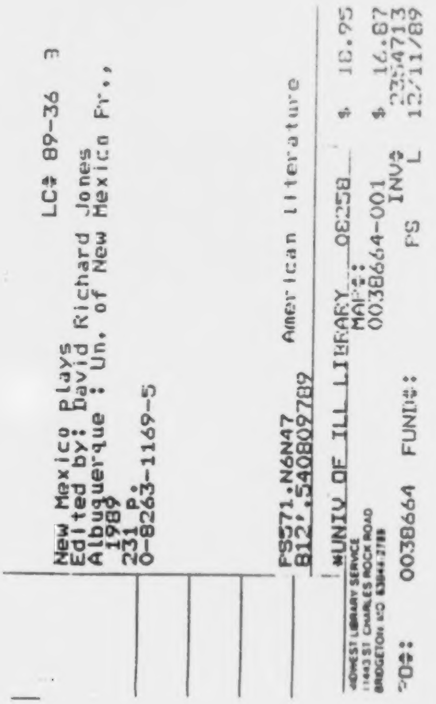
Re: Approval Plan Book Slips

For Approval Plan titles with OCLC printouts:

1. Edit the printout
2. Add call no. and location to the top of the printout (to be used as a temp)
3. Leave the Approval Plan slip(s) in the piece

Betsy Kruger from Acquisitions had a discussion with Doris Osterbur concerning the Approval Plan book slips. Acquisitions needs to have a copy of the slip returned to them after the piece is cataloged. However, they do not need the call no., so we do not have to go back to using the slips as temps (CIP excepted). Just be sure to leave one copy of the Approval Plan slip in the book. The inputters will stamp the slip when OCLC is updated, then send it back to Acquisitions.

Approval Plan slips



New Mexico plays LC# 89-36 3
Edited by: David Richard Jones
Albuquerque : Un. of New Mexico Pr.,
1989
231 P.
0-8263-1169-5

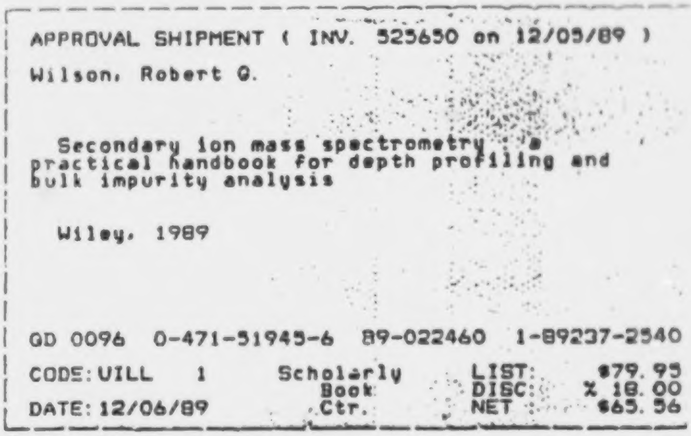
PS571.N6N47 American literature
812'.5408097789

*UNIV OF ILL LIBRARY 08258 $ 18.95
MAP#:
0038664-001 $ 16.87
INV# 2354713
FS L 12/11/89

MIDWEST LIBRARY SERVICE
11443 ST CHARLES ROCK ROAD
BRIDGETON MO 63044-2789

0038664 FUND#:

PO#:



APPROVAL SHIPMENT (INV. 525650 on 12/05/89)

Wilson, Robert G.

Secondary ion mass spectrometry : a practical handbook for depth profiling and bulk impurity analysis

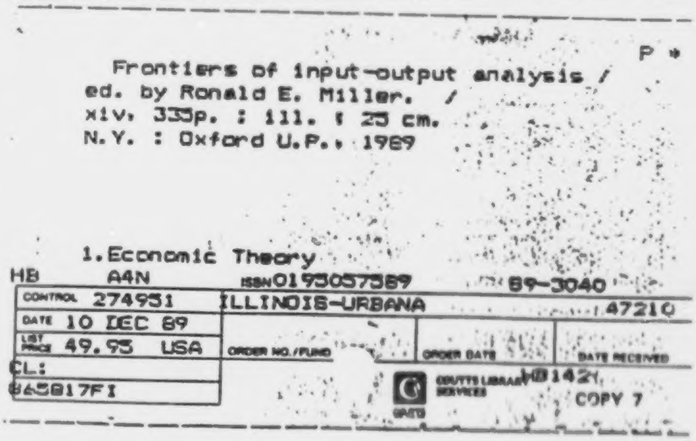
Wiley, 1989

GD 0096 0-471-51945-6 89-022460 1-89237-2540

CODE: UILL 1 Scholarly Book Ctr.

DATE: 12/06/89

LIST: $79.95
DISC: % 18.00
NET: $65.56



P *

Frontiers of input-output analysis /
ed. by Ronald E. Miller. /
xiv, 335p. : ill. ; 23 cm.
N.Y. : Oxford U.P., 1989

1. Economic Theory

HB A4N ISBN 0195057589 89-3040

CONTROL 274951 ILLINOIS-URBANA 47210
DATE 10 DEC 89
LIST PRICE 49.95 USA

ORDER NO./FUND ORDER DATE DATE RECEIVED

CL:
865817FI

COUTTS LIBRARY SERVICES HB142
COPY 7

BEST COPY AVAILABLE

6.2M1-1

28 July 1989

To: OCLC Cataloging Staff

From: Rhoda R. Engel RRE

Re: Approval plan slips

When correcting information on the self-carbon approval plan slips, lay the slip on your desk top, not on a page in the book. See the attached xerox for an example of what can happen!

New Policy for Items with Non-LCS Order Cards

Do not use non-LCS order cards for temps, i.e. slips for approval plan items, gift titles, etc. Write the call no. and location/holdings at the top of the OCLC printout. Discard the order slip in the recycle barrel. It should save us some editing time as well as time spent separating the multiform slips. Virginia Clark and Lois Smestad also see benefits for their staff from this change.

We will, however, have to use the non-LCS slips for CIP titles since these do not have an OCLC printout with them.

Continue to use the LCS order cards as temps. They have to be returned to Acquisitions to comply with State regulations. The other forms are retained tossed once the record is in FBR/LCS, so we might as well toss it earlier in the process.
+ Acq. after [illegible] updating

BEST COPY AVAILABLE

6.2 M2-1

14 December 1989

To: OCLC Cataloging
From: Rhoda R. Engel RRE
Re: Binding/Pam Binding

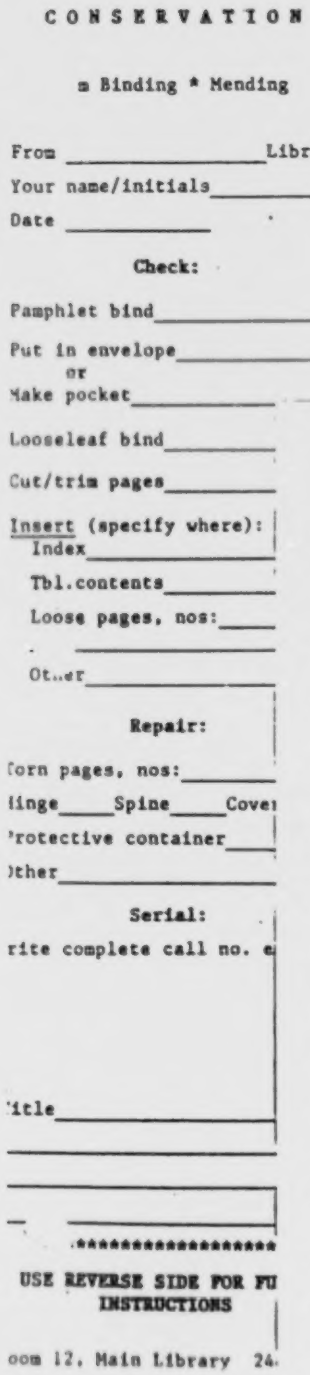
At the Automated Services coordinator's meeting last week, we reviewed deparmental policy relating to binding. The policy is to not send items to either binding or pam binding; except for music scores and sound recordings which are routinely sent to Conservation. Items are to be sent to Marking, then to the designated location. The decision to bind/pam bind or not is made there.

As with any policy, there are always exceptions. Titles that come as a loose sheaf of pages, small items (such as a 4 p. leaflet), and pieces that are falling apart obviously need some protective action before they can be shelved or circulated. Classifiers are to make the decision as they handle a piece. If, in the classifier's judgement, an item needs protection, insert in the piece the appropriate streamer. Use the white "binding" streamer for pieces more than 1/4 inch thick and check "binding ticket". Use the green "Conservation" streamer for items 1/4 inch or less in thickness to be pam bound and for items needing repair, insertions, or pages cut. Check the appropriate blank and, if necessary, write out specific instructions. The Inputters will stamp and date the first lines of the streamer.

Be chary of sending things to either Binding or Conservation. Do so only if the item is in really bad condition, is very thin and limp, needs pockets or inserts, or needs pages cut open. Errata sheets or slips are to be tipped in by the classifiers. If only a few pages of and item need to be cut open, that can be done using a letter opener.

Available From Purchasing
Order Number "General 45"

1-1



CONSERVATION

Binding * Mending

From ________________Library
Your name/initials__________
Date ___________

Check:

Pamphlet bind____________
Put in envelope__________
or
Make pocket__________
Looseleaf bind________
Cut/trim pages________
Insert (specify where):
Index______________
Tbl.contents________
Loose pages, nos:_____
____
Other______________

Repair:

orn pages, nos:________
inge_____Spine_____Cove
rotective container_____
ther________________

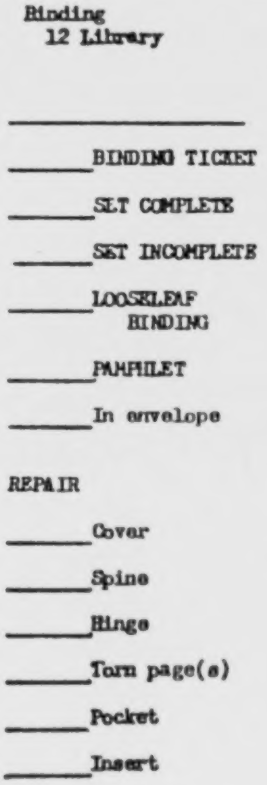
Serial:

rite complete call no. e

itle________________
____
____
— ____________
****

USE REVERSE SIDE FOR FU
INSTRUCTIONS

oom 12, Main Library 24



Binding
12 Library

____

______BINDING TICKET
______SET COMPLETE
______SET INCOMPLETE
______LOOSELEAF BINDING
______PAMPHLET
______In envelope

REPAIR

______Cover
______Spine
______Hinge
______Torn page(s)
______Pocket
______Insert

BEST COPY AVAILABLE

6.2N1-1

For your information:

We do not charge items to binding, so ignore that part of Norma's note. As to repairs, do not send things for repair unless they are in really bad shape - which then would require rebinding.

Continue to send items for pam binding, page cutting, pockets, etc with the green streamer

6-19-90

Baily
Bain
Berg
Bitzold
Cauthen
Hornbacker
Nance
Nordheden

Rook
Samborn
Surya
To
Walker

TO: The Staff of OCLC Cataloguing
FROM: Norma Linton, Pamphlet Binding and Book Repair
RE: The repair of books
DATE: June 18, 1990

I would like you to know the current policy in regard to the repair of book covers, and spines. Unless the pages of a given book are brittle (break on the first or second creasing) or unless the inside of the book cover has valuable text which would be lost with rebinding, I am directing most of the book repairs which come to me to the Binding Department to be sent out for commercial rebinding.

It might, therefore, be simpler for your record keeping, to just send all repairs to Binding and charge them out, accordingly. The Binding clerks and I confer on books that are sent to both departments, in any case, so your choice is not terribly critical. It is right to assume, however, that most book repairs will go to Hertzberg for rebinding.

While this is not a new practice, it has recently come to my attention, that some of you are not aware of it. Presently, I am quite understaffed and have no time to do hand book binding. I do not expect this situation to change until at least October when our student staff may have become fully trained. We will continue to do torn page repairs and inserts of loose pages for books, as well as our pamphlet binding, looseleaf binding, page trimming, pocket making and some flaps and boxes.

For further details or discussion, please call me at 244-2053.

Norma Linton

6.2N2-1

Instructions for Green Streamer

CONSERVATION

Pam Binding * Mending

↖ additional names or address not needed; "Conservatio will suffice

Write in pencil & we will recycle streamers back to your Dept.

From Sublime Library

Your name/initials M. Perfect

Date 10-6-89 (only 80 days to Xmas)

Check:

Put a check by the process you want done; you can check more than one

Pamphlet bind ✓

Put in envelope ____

or

Make pocket ✓

Looseleaf bind ____

Cut/trim pages ____

Insert (specify where):

Index ____

Tbl.contents ____

Loose pages, nos: ____

Other ____

It is rarely ecessary to write the call # or title. See below ↓ ↘

. . and/or . .

Repair:

Put a check by the kind of repair that seems to be needed; we will add our judgment to yours

Torn pages, nos: 1-499

Hinge ____ Spine ____ Cover ____

Protective container ____

Other Return by yesterday

Serial:

NOT NEEDED for book repairs inserts etc. or most pamphlets

fill in **ONLY** for unbound or individual copies of serials which you are sending to us for pamphlet binding.

Write complete call no. exactly:

Title ____

USE REVERSE SIDE FOR FURTHER INSTRUCTIONS

Room 12. Main Library 244-2053

ORGANIZATION AND STRUCTURE OF ROOM 12

We would like to clarify for the Library staff the respective responsibilities of the units which occupy Room 12 in the basement of the Main Library. Prior to 1986, Conservation and Binding/Marking were administered as one unit. Under the current arrangement, Conservation and Binding/Marking are administered separately and have unique responsibilities, while still sharing Room 12. Conservation is a unit within Collection Development and Special Collections; it is physically located on the north side of the room. Binding/Marking is now part of Acquisitions and Binding, a unit within Technical and Automated Services; it is located on the south side of Room 12. The responsibilities of the units in Room 12 are as follows:

1) Binding/Marking, managed by Lisa German, prepares materials to be sent to the Library's commercial bindery (Hertzberg), affixes call number labels to new and rebound materials, and stamps all materials with posession and location stamps.

2) Conservation has two sub-units --
   a.) Specialized Conservation Work, headed by Jane Gammon, restores, repairs treats materials which are older and more unstable, such as brittle books.

   b.) In-House Binding & Repair, headed by Norma Linton, handles in-house pamphlet binding, mending, inserts, page trimming, looseleaf binding, and repair of more stable materials such as regularly circulating books and periodicals.

The In-House Binding & Repair section of Conservation has recently designed and distributed a new, light green routing streamer. We hope that this streamer will further clarify the distinction between Binding/Marking and Conservation which is, in a nutshell, commercial treatment, versus in-house treatment and repair.

(Norma Linton, Bill Henderson,
Betsy Kruger)

ROUTING STREAMERS FOR CONSERVATION UNIT

A new, light green streamer is now being distributed throughout the library. It is to be used for sending materials for routine conservation and repair procedures, such as pamphlet binding, page trimming and inserts, mending and book repairs of stable, regularly circulating books and periodicals.

These green streamers will replace the old, white, paper streamers which are titled, "Binding 12 Library". The new streamers offer many choices of detailed instructions so that you can tell us exactly what you would like done to the materials you send to us. We hope, also, that these streamers will aid in the realization that "Conservation" is the unit division which handles in-house repair and binding, whereas "Binding" is the unit division which sends materials out to commercial binding.

Please do not use these green streamers for books which you have decided should be commercially rebound. Please do not use these green streamers for items you want re-marked. On the following page, is a copy of the streamer with some helpful instructions for its use. If you have any questions or suggestions for improvements, telephone Norma Linton or Peggy Whelan at 244-2053 or visit us in Room 12, Main Library.

(Norma Linton)

6.2N3-1

MISCELLANEOUS

1. Watch out for UIU on OCLC records. That means UIU has used that record. ~~Give book to Rhoda for processing.~~ Chris

2. Always watch for editions that may come through. The Searching unit is supposed to catch them and search LCS for earlier ed. and then give to Eleanor, but sometimes they slip through, especially if title of earlier edition was different. Be sure to check LCS anytime you do an edition other than the 1st, and also check LCS for every translation to see if we have the original.

3. Watch for books going to MUX, LAX, EDK, as well as Classics literature. MUX and LAX titles are classed in LC, EDK and classics used modified Dewey numbers. Give books about music going to MUX to ~~Norma or GA,~~ ~~Chris~~ ~~Rhoda~~ Norma Give books with LAX or EDK streamers to Eleanor. Give Latin and Greek literature to ~~Linda or GA. (Copies.)~~ Rhoda

4. If subject headings are missing, check to see whether screen 2 is lacking. If not, assign subject entries from LCSH.

5. Do not make any changes in names on records that are Desc a. If there is an obvious problem or discrepancy, check the LC authority file in OCLC.

6. On CIP records you need not fill in the 300 or 504 fields (inputters do that). You can change the date if necessary without making a new record.

7. Remember to DELETE any time you make a change in holdings (copies or volumes) or location on an LCS order card. You do not need to delete if you correct any other information, such as author, title, or date. If the order card is stamped NO OCLC REPLACE, it cannot be deleted.

8. The correct way to indicate holdings and location information is: copy no. - location - volume no.

   For example: cop.1 MDX v.1-3, v.5-6
   cop.2 UGX v.1-3, v.5-6

HIL to ~~Linda~~ Rhoda
microforms to Rhoda
a-v to ~~Linda~~ Chris
UI theses to ~~Rhoda~~ Chris

6.201-1

3 October 1988

To: OCLC Cataloging Staff

From: Rhoda R. Engel

Re: Changes in Editing Policies

1. Authority Work

Because of inadequate staffing in FBR Maintenance, we have been asked not to forward authority work for corporate names or series entries. We may continue sending authority work for personal names.

2. Qualifiers for British Place Names

Changes in AACR2, chapter 23, Geographic Names, as announced in the latest Cataloging Service Bulletin were discussed at the last Cataloging Policy Advisory Committee meeting. The consensus was that UIUC should follow LC's policy and begin implementing the changes immediately. The major change is to discontinue the use of British counties as qualifiers; England, Scotland, Wales, Northern Ireland, and Ireland will be used instead.

When you encounter British place names as subjects (651 field), change the qualifier to follow the new policy. For example, if the subject is Cambridge (Cambridgeshire) ǂx History, change to Cambridge (England) ǂx History. Where applicable, do the same in other entries (1xx, 7xx, etc.)

3. 490 Series Field

A change concerning the 490 field has been made in the program loading records into FBR. The program now recognizes the indicator in the 490. The program converts the 490 0b̸ to a 440, but ignores a 490 1b̸. So we will no longer get a double series entry for both the 490 1b̸ and its associated 8xx field.

This means that we can accept the 490 1b̸ plus 830 even when the difference in the two fields is minor. That is, we can leave the slash in the 490 and keep the 830 with parens; we can have an initial article in the 490, but not in the 830; the 490 may use vol. plus number and the 830 v. plus number. We no longer need to make changes for these types of variance.

This also means that we do not have to change the 490 0b̸ to a 440 or 490 1b̸ plus 8xx. We do need to continue adding the ǂv code and to delete an initial article in the field. If we need to code a ǂn and/or a ǂp in the 490 1b̸, we will have to change the tag to 440. If the series needs to be traced in a different form, we should change the indicator and add the appropriate 8xx. Do not bother to change the publisher's series found on many LABO and EBO books, except to drop the article and add a ǂv if necessary.

6.202-1

In short:

490 1ƀ	do not change
490 0ƀ	generally, do not change delete an initial article add ǂv if it is not present change to 440 if it is necessary to add codes ǂn or ǂp if it is other than a commercial publisher's series and needs to be traced in a different form, change to 490 1ƀ and add an 8xx
8xx	check to make sure it is in correct AACR2 form

8 May 1989

To: OCLC Cataloging Staff

From: Rhoda R. Engel RRE

Re: Duplicate Call Numbers

Catalog Maintenance personnel have reported a high number of duplicate call numbers recently. From the temps I have seen, all of us need to be more careful when shelflisting to make sure that we have created a unique call number. Please review the following basic rules:

1. In the same class number, each individual author has a separate Cutter number. When a number from the Cutter Table has been used for another person, expand the number for a new author.
2. When two or more works by the same author class in the same number, each work, has a separate work mark. If the work mark for a new title duplicates that of an earlier work, expand the work mark for the new title.
3. Editions of a work should have the same class number, same Cutter number, and same work mark. For the new edition, the number is made unique by adding the publication date to the call number.
4. Translations of a work add to the call number of the original a colon plus upper case letter(s) for the language of the translation.
5. Symposiums etc. held in sequence, that class in the same number, use the same call number. To make the number unique, add the date of the meeting to the call number for the second and later meetings.

A reminder:

UIUC policy is to add a date to call numbers for editions other than the first irrespective of whether we have the first edition or not.

We also use the colon plus language letter(s) for translations irrespective of whether we have the original or not.

6.2 03-1

OCLC Searching

The searching area in Automated Services initially receives the majority of all incoming materials, primarily from the Acquisitions Unit, and performs bibliographic searches and authority work on these materials. Approximately 85-88% of the items are found to have existing bibliographic copy. Authority work is also performed on materials for which no bibliographic record was located in the database. The materials are then sorted for either original or copy cataloging, and distributed appropriately. Staff in the searching/maintenance area also file the OCLC updates into a temporary paper shelflist in call number order. As the archival tapes are run on a weekly basis, they check the newly added records in ILLINET Online for entry, link, and holdings accuracy. Problems are sent to Automated Records Maintenance for correction. The temporary paper shelflist is thus discarded on a weekly basis.

Searching Streamers

Yellow streamers are used by the OCLC Searching Section to verify bibliographic searching on OCLC. The streamers are stamped per date of search, noted with the original cataloging agency's OCLC acronym (or with "NF" for "not found," if no matching bibliographic record is identified), and marked with the searcher's initials. The dates facilitate the timely workflow of all materials through OCLC Cataloging, as well as in locating items scheduled for reserve shelves or requested by patrons prior to full cataloging.

6.2P2-1

ADDITIONAL ROUTINES FOR SEARCHING STAFF

TO: Support Services, Searching staff

FROM: Doris Osterbur doris

RE: **Additional authority work for OCLC found titles, effective October 27, 1992.**

We will begin doing authority work for materials **found** in the data base when searching. We are asking you to do authority work on **member** copy materials only. (in addition to authority already done for not found materials and music materials, etc.)

It will **not** be necessary to do authority work for **DLC** copy (this also pertains to CIP copy).

Some guidelines which you are already familiar with are the types of authority work required.

fields	
100's	name entries
110	
111	
440	series entries
830	
600's	name entries
700's	name entries
710	

October 27, 1992

xc: S. Clark
R. Engel
S. Smith

6.2P3-1

19 Nov. 92

After a suggestion by Stephen, the searchers agreed to do authority searches for OCLC Cataloging when they found OCLC member copy for a title. Since this began generating a lot of excess paper, I have asked the searchers to try the attached procedures.

Rhoda

6.2P4-1

AUTHORITY SEARCHING FOR MONOGRAPHIC COPY CATALOGING

Do authority searches for non-DLC copy only.

Search entries in these fields if present on the OCLC printout:

- 1xx
- 440
- 490 0ƀ (490 1ƀ does not need to be searched as there will be an 8xx field to search)
- 600
- 610
- 611
- 7xx
- 800
- 810
- 811
- 830

If an authority record matches exactly an entry on the printout, make a check mark (✓) by the line number on the printout - do not print the authority record.

If there is no authority record for an entry, make a small zero (o) by the line number on the printout - to show that no authority record was found.

If the authority record differs in any way from the entry on the printout, print the authority record and insert in the item with the copy printout.

If copy is minimal level: do authority work for persons, corporate bodies, and series found on piece, but not on printout - print the authority record and insert in item.

6.2P4-2

SEARCHING STAFF

SEARCHING CIP'S

When you are searching the CIP'S call up the ISBN number on FBR (F I 000 000 000 0). Check the FBR record against the book, compare the title to make sure it is the same as on the title page of the book. Frequently the title is different, so be sure it is the same! Then compare the place of publication and the publisher and date of publication. Then check to see if the record has the pagination filled in. If any of these things do not match the book make a printout of the FBR record and send it with the book, EVEN IF IT IS NOT AN ADDED COPY. If all the information does match there is no need to make an FBR printout. If the FBR record is not accurate it needs to be corrected so it is important to check these things.

Check for added copies, translations and other editions as usual, making printouts of them to send with the books.

If copy is found in FBR that links to a record other than a Dewey call number, such as Documents, Music, Law or a record with a prefix in the call number, an OCLC printout needs to go with the book. Music that has an LC number or that will be classed in LC should go on the shelf with the Music books

6.2P5-1

OCLC Inputting

This support area provides the textual editing online via the OCLC database for materials entering ILLINET Online. Records for materials are called up via the OCLC database and are either newly produced (original cataloging), or if a master record exists, are edited as prescribed by the catalogers in the OCLC Cataloging Section. Call numbers, holdings, and local fields are added. The records are updated, after which the books are finished and prepared to be sent for marking. The inputting staff handles both cataloging with copy from Automated Services as well as original cataloging from the departmental libraries, including all sound recordings and scores for the music library. The staff also inputs all serials cataloging within the Library.

6.2Q1-1

Call Numbers

The Call Number is to be written via the inputting staff on the first page following the title page, not an illustration. It should be positioned one inch down from the top of the page and one inch to the right of the gutter margin. This position will leave the call number intact and undamaged by trimming or sewing in the binding operation if it is necessary for the book to be bound.

Since the Marker must copy this handwritten number onto the spine of the book, the Cataloguer should record all numbers and letters carefully so that all elements are perfectly legible. A pencil should be selected with lead suited to the type of paper. Do not use a hard pencil on shiny paper. A no. 2 or a no. 2 3/4 pencil is usually most satisfactory for recording the call number.

If there is no available white space on the usual page, the call number may be written in a correspondng position on the verso of the title page.

Added Copy, Serials Searching, & Documents

The added copy area is responsible for processing all monograph and serials added copies and volumes in the Library. Records for these materials are updated via either OCLC or an LCS microprogram (Superwylbur) as needed. They are also responsible for updating all international and state Documents via OCLC.

All serials are searched in the OCLC database for bibliographic copy. Serials for which a record has been found are distributed to appropriate personnel in the OCLC Cataloging Section. Serials for which no bibliographic record has been found are sent to the Original Cataloging Unit for cataloging. Analyzed series are also sent to the OCLC Cataloging Section for classification and editing after bibliographic searching has been done on OCLC.

BIOGRAPHY & CRITICISM 2/16/93

BACKGROUND

Biography classification has evolved over time at the UIUC Library, corresponding to the history of the catalog itself. Prior to the adoption of Dewey 19, this Library used a variety of special numbers for both **individual** and **collective** biographies, in addition to "B." which was assigned for individual biography, and 921-928 for collective biography. Many of these numbers have been discontinued for new individual biographies as well as for collective biographies. With the adoption of Dewey 19, and continuing with the adoption of Dewey 20, "B." is no longer used in establishing new biography; under 920, only 920.001-920.09 and 920.7 are used for **very general** collective biographies. Most new **(unestablished)** individual biographies, as well as other, subject specific collective biographies, are currently classed **by subject**, adding either standard subdivision **-092** (individual biography), or **-0922** (collective biography) as appropriate from Table 1.

Categories of **individual biography** which retain a special scheme include:

a) Architects
b) Artists
c) Philosophers
d) Literary Authors

These categories are discussed below.

Two specific individual categories which retain a special scheme include:

a) John Milton - 821M64 (base number)
b) Abraham Lincoln - 973.7L63 (base number)

Numbers for Milton are included in the local Literature schedules. Lincoln is discussed below.

Certain previously established special biography numbers will still be used **only if the number has already been established and there are 4 or more items classed in it** (if 3 or less items have been classed, assign a new number using -092). These special biography numbers include:

a) "B." (except literary authors and philosophers)
b) "W" - for biographical works classed in history
c) -0924 (individual biography number from Dewey 19)

d)	020.92	Collective biography in library science
	020.921	Individual biography in library science
	326.92	Biographies of slaves (both individual and collective)
	610.92	General and collected biography in medicine
	610.923	Individual biography in medicine

6.3A1-1

780.92	Collected biography in music
780.923	Individual biography in music
791.43	Individual biography of film stars, directors, etc....
940.919	Biography and illustrative material on European War
940.9191	Collected biography of Allies
940.9192	Collected biography of Central powers
940.9193	Individual biography of Allies
940.9194	Individual biography of Central powers
973.391	Collected biography of Americans in Revolutionary War
973.392	Collected biography of British ...
973.393	Individual biography of Americans ...
973.394	Individual biography of British ...
973.791	Collected biography of Federal officers or soldiers
973.792	Collected biography of Confederate officers or soldiers
973.793	Individual biography of Federal ...
973.794	Individual biography of Confederate...

Construction of call numbers for "B." and "W" are discussed below. When using the class numbers listed above, cutter from the name of the biographee and work mark from the name of the biographer. In cases where one author or organization is responsible for several biographies of one individual, it is most practical to follow the work mark from the biographer with a sequential number: 2,3,4,5,6, etc.... [**NOTE:** Use this procedure as well for **all** newly established individual biography or autobiography numbers classed by subject, adding standard subdivision **-092**. Thus, newly established autobiography numbers will not use the number "1" as discussed below].

When using the class numbers listed above, for a first autobiography, the work mark is to be followed by the number "1" (the 2nd, 3rd, etc... autobiography adds a workmark to the "1" from the first significant word of the title). Also, "W" is not used in the book (i.e. Cutter) number for the above listed historical class numbers.

6.3A1-2

GENERAL PROCEDURES

In all cases concerning biographies, the first step is to check ILLINET Online (try a Find Subject search in FBR using the biographee's name, then Link; OR, try an **AUT** or **TLS** search in LCS using the biographee's name [for **TLS** searches check full name, partial name, and nickname if necessary]) in order to determine whether a number has already been established for the biographee (for example: in the case of a new biography of a famous, non-contemporary person). **If there is a number established and there are 4 or more titles classed in it, continue to use the existing number**, taking work mark from the biographer. Exceptions include philosophers and literary persons classed in "B."; do not use the "B." Class as indicated below. **If 3 or less titles are classed in the existing number, establish a new number.** Classify for the subject with which the person is associated and add the standard subdivision -092 to indicate biography. If no such subject can be determined, class in 900's for place and period, adding -092. **NOTE:** See under 930-990 in the schedules (i.e. a biography of a contemporary Iraqi: 956.7043092).
*** The standard practice of Cuttering from the name of the biographee continues in all class numbers ending in -092; the work mark is taken from the biographer (main entry). In the case of 2 or more works about the same person by one biographer, add to the work mark a sequential digit (2, 3, 4, etc.) for each subsequent work.

SPECIFIC PROCEDURES

"B." : Under B. (**if 4 or more items are established**) continue to use the established cutter number (cutter from the name of the biographee), and workmark from the name of the biographer; use the initial letter of the author's name as a work mark for any work of an autobiographical nature. Add the number 1 to this work mark for the first autobiography, distinguishing subsequent autobiographies by the addition of the first letter of the title following the number 1: i.e.

First autobiography:

G233g1	Garland, Hamlin. Daughter of the middle border.

Any subsequent autobiography:

G233g1a	Garland, Hamlin. Afternoon neighbors.

Distinguish later editions of each title by the addition of the date to the call number of the later work, as usual.

Expand workmark for another biographer with the same initials:

G233gr	The life of Garland, by Graham (1st bio).
G233gr2	Garland's life, by Graham (2nd bio).

6.3A1-3

"W" : For a biography classed in history [**NOTE:** this applies primarily to heads of state such as presidents, kings, queens, prime ministers, etc... although it has been used for a few non-heads of state as well]**(if 4 or more items are established)**, add a capital **W** to the cutter number, followed by the initial letter of the surname of the author of the biography or autobiography. For 2 or more works about the same person by the same biographer, add to the workmark a sequential digit (2, 3, 4, etc.) for each subsequent work. For autobiographies classed in history, add the number 1 to the work mark the same as for autobiographies classed in B.

B. E53e1j	Emerson, Ralph Waldo. Journal. (a subsequent autobiography- not the first)
973.915 C77Wc1	Coolidge, Calvin, Pres. of the U.S. Autobiography. (a first autobiography)

LINCOLN : For material **by** or **about** Abraham Lincoln refer to the UIU local scheme for Lincoln which provides for both biographical and critical classification.

ARCHITECTURE : For a book **about** a single architect, class in 720.93-.99 according to the architect's nationality (i.e. citizenship). This has also been done for architectural firms. Cutter from the architect, and take the work mark from the critic or biographer (or from the title if the architect is the main entry).

ART : For books **about** a single artist, class first according to medium (painting, sculpture, drawing, photography etc.), and then by nationality (i.e. citizenship) of the artist. Cutter from the artist, and take the work mark from the critic or biographer (or from the title if the artist is the main entry): i.e. for a work about Picasso by Davies- 759.6 P58d. If more than one medium is involved, class in 709.3-.9.

For works about two or more artists, class according to medium if possible (then divide geographically, if appropriate); OR class geographically if more than one medium is involved; OR if you can do neither, class in 709: i.e. for a work on 3 French sculptors- 730.944; a work on 3 French artists- 709.44; a work on 3 artists (different media, different countries)- 709.

NOTE: Photography books and collections of photographs are now divided geographically: i.e. for a work by a U.S. photographer- 779.0973. Prior to Dewey 20, 779 without geographic division was used.

6.3A1-4

PHILOSOPHY : For a criticism or biography of an individual philosopher, class in the 180's or 190's as appropriate (i.e. Hume- 192; Descartes-194; etc...). Cutter from the philosopher; add a capital "Y" to signify a work **about** the philosopher; add a work mark from the name of the critic or biographer: i.e. for a criticism of Hume by Croft- 192 H88Yc.

For a biography or criticism of two or more philosophers, class in 190's (elsewhere in 100's if more appropriate), and Cutter from the name of the critic or biographer; add a work mark from the title.

LITERATURE : With the discontinuance of the "B." classification, it was decided to **class individual biography** of both philosophers and literary persons not classing in the UIU Literature schemes **with critical works** about those persons. [**NOTE:** Use UIU Literature scheme for major Western European literature, Slavic literatures, and some East Indian literature. Other literatures such as British and American use the "Y" for both biography and criticism.] That is, no distinction is made, for classification purposes, between biography and criticism; class both as criticism by **using the capital "Y"** after the cutter number in the second line of the call number: i.e. for a biography or criticism of Ibsen by Aall- 839.82 Ib7Ya; for a biography or criticism of Nietsche by Duringer193 N55Yd.

CRITICISM

*** A criticism of an **individual work** should stand with the work. **This applies to all subjects.** Add a capital "Y" to the work mark (taken from title), followed by a lower case initial letter of the name of the critic:

823 Ullrich, Hermann. Defoe's Robinson Crusoe.
D36rYu

A second criticism by the same author has the number 2 added: i.e. D36rYu2.

A non-literature example:

330 Chandhuri, Asoke Kumar. The Wealth of Nations. (concerning Adam Smith's Inquiry into the Nature and Causes of the Wealth of Nations).
Sm51iYc

A criticism of an individual work of an artist or musician is classed in the appropriate number in the 700's, with cutter number for the artist or musician, and work mark for the title. Add "Y" (denoting criticism), and then add a lower case initial for the critic.

A criticism of an individual artistic work:

759.5 Clark, Kenneth. Leonardo da Vinci's Mona Lisa.
L553mYc

6.3A1-5

A criticism of an individual musical work:

782.1 Peipau, Ethel. (concerning Johann Strauss
St82fYp Die Fledermaus).

Newly established biographical and general critical numbers for individual musicians are classed in the appropriate number in the 7xxs, adding -092.

*** **NOTE: A criticism** of the ideas or work of a person which is a general criticism, rather than a criticism of a specific individual work, is classed in the appropriate subject specific Dewey number, with the standard subdivision number -092 added. The criticism is then cuttered from the subject (i.e. the person being critiqued), with the work mark taken from the name of the critic.

6.3A1-6

GUIDELINES FOR EDITIONS

Different Edition includes one or more of the following:

Different title

Different statement of responsibility

Different edition statement

Different country of publication

Different publisher

Differnet paging (Absence of preliminary paging in OCLC does not constitute a different ed.)

Different series (Series appearance on piece, but not on OCLC does not constitute a different ed. If series appears on OCLC_, but not on piece, it is a different ed.)

Different publication date (not printing date)

Different copyright date, if not a copyright renewal date (Copyright date may be used as evidence of publication for items published before 1978. For items published after 1977, check other evidence.)

If the only difference between book in hand and OCLC record is printing date, ISBN no., or presence or absence of pseudo-series (such as those indicating a paperback version of a hard cover book), the book should be regarded as the same edition.

6.4A1-1

AW/Sept.'80

Guidelines for Editions

Different Edition includes one or more of the following:

- Different title
- Different edition statement
- Different publisher
- Different paging
- Different series
- Different copyright date

If the only difference between the book in hand and the OCLC record is printing date, ISBN number, or presence or absence of pseudo-series, book should be regarded as the same edition.

Statements you may see on verso of t.p.:

published 1980
c1966, 1970, 1983
2nd impression 1982 (simply a printing date, [illegible] edition)
2nd printing with corrections 1980 (diff. edition)

1st ed. 1955
2nd printing 1960
3rd printing 1965
rev. ed. 1970
2nd printing 1975

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6.4 A1-2

DAT TP AND DATES FIXED FIELDS

260 #c 1985.	Dat tp: s Dates: 1985, ____
260 #c [1966?]	Dat tp: s Dates: 1966, ____
260 #c 1983, c1979.	Dat tp: c Dates: 1983, 1979
260 #c [195-?]	Dat tp: q Dates: 1950, 1959
260 #c [19--?]	Dat tp: q Dates: 1900, 1985 (where 1985 is year piece is catalogue
260 #c 1984. 500 Reprint. Originally published: New York : Knopf, 1941.	Dat tp: r Dates: 1984, 1941
260 #c 1975. 533 #d 1978.	Dat tp: r Dates: 1978, 1975
260 #c 1981-1983.	Dat tp: m Dates: 1981, 1983
260 #c 1980-	Dat tp: m Dates: 1980, 9999
260 #c 1974. 500 "June 3."	Dat tp: d Dates: 1974, 0603 ie technical report

6.4A2-1

17 Dec. 84

Re editions and translations

When you have a piece which indicates it is an edition other than the first (new, rev., 2nd, reprint by another publisher, etc.), please remember to check LCS to determine if the University of Illinois has the earlier edition. If so, assign the same call no. to the new edition with the addition of the publication date.

With translations, LCS needs to be checked to determine whether the University of Illinois has the original. If so, use the same call no. with the addition of a colon and upper case letter for the language of the translation.

Acquisitions does not check LCS for this information. Fund selectors may or may not. It is part of our routine to search LCS whenever we have an edition or transaltion.

Rhoda

6.4A3-1

TRANSLATIONS

January 22, 1980

Notice to members of Original Cataloging and Automated Records personnel:

As of this date, the colon (:) is replacing the 9 formerly used in cuttering translations. This is being done in order to make it possible to file all translations in one language together, since the colon will be disregarded in filing. Work marks for the translator are no longer used unless it is necessary to differentiate between two translations of one work issued in the same year. Otherwise, use of the year of publication will be used as the third line of the call number after classification of the first translation of any work in one certain language.

Examples:

example:
123.45
G67w:E → translation letter
Cutter from author of original
workmark from orig. title

835S912
Ow:E
Strauss, Botho.
Devotion. (Translation of Die Widmung in 1979 by Sophie Wilkins)

Another translation of this work in 1979 by the legendary John Doe would be classified:
835S912
Ow:Ed

However, if Doe's translation was not issued until 1980, it would be classified:
835S912
Ow:E
1980

The use of the colon presents one small problem—if made carelessly in printing, it is likely to resembly a lower-case i. However, a similar problem was apparent in use of the 9, as it at times resembled a "b" or "4" when made carelessly.

~~NOTE: If item uses title as main entry (i.e., there is no workmark in call no.), colon need not be used.~~

★ a colon MUST be used unless the class # itself indicates a translation (i.e. German translation of the Bible [see 220...])

If an item is a translation, the record should have both a 240 and a 500 field as follows:

240 10 Cien años de soledad. ‡l English

500 Translation of: Cien años de soledad.

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6.5A1-1

19 February 1991

To: OCLC Cataloging Staff

From: Rhoda R. Engel RRE

Re: Call nos. for texts plus translation

At the February meeting of the Cataloging Policy Advisory Committee the rule for assigning book numbers to works consisting of text accompanied by translation was changed. The practice has been to treat a work that includes the text in the original language together with a translation into another language as an edition of the original text. In response to a request from the Classics Library, CPAC agreed to change the practice and assign book numbers to such works to reflect the translation. That is, add the colon and language letter for the translation to the book number rather than the date for edition. In the example below, the Works of Hippocrates in Greek with French translation has been assigned a call number as though it were an edition of the Greek text:

881
H7
1970

Under the new rule, it would be treated as a French translation and given the call number:

881
H7:F

Beginning immediately, apply the new practice to works in any language which include the original text plus a translation of that text.

```
     Hippocrates.
     [Works. French & Greek.]
     Hippocrate ... : Ouvres. : Paris, Les Belles lettres, c1970-1983
     (v. 5, pt. 1; v. 6, pt. 2; v. 10, pt. 2; v. 11; v. 13) in 5 ; 20
cm. (Collection des universites de France, 0184-7155)
     Editor varies.
     Text in Greek and French, with critical matter in French.
     Contents:     --t. 5, 1re ptie. Des vents. De l'art.--t. 6, 2e
ptie. Du regime des maladies aigues. Appendice. De l'aliment. De
l'usage des liquides.   --t. 10, 2e ptie. Maladies II.--t. 11. De la
generation. De la nature de l'enfant. Des maladies IV. Du foetus de
huit mois.   --t. 13. Des lieux dans l'homme. Du systeme des glandes.
Des fistules. Des hemorroides. De la vision. Des chairs. De la
dentition.
     Includes bibliographical references.
     ISBN  2251003967 (t. 5, 1re ptie)
     ISBN  2251003630 (t. 10, 2e ptie)
       1. Medicine, Greek and Roman--Collected works.  I. Title.   II.
Series.
     ocm00-688923   ***  MORE
1 19 fuc
881H71970   HIPPOCRATES.   HIPPOCRATE$PARIS   70-581198
     1504423   1970       2   ADDED: 781112   NENG   MSET
01 CLR 001 NOCIR                13
02 CLR 001 NOCIR                11
03 CLR 001 NOCIR                10:2
04 CLR 001 NOCIR                6 PT.2
05 SER 001 UNAS                 6:1 (INPUT 881H7V.J)
06 CLR 001 NOCIR                5
```

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6.5A2-1

T 682-2

TRANSLATIONS

Language Letters

A	Arabic
AF	Afrikaans
AL	Albanian
AN	Anglo-Saxon
AR	Armenian
ARA	Aramaic
AS	Asian languages in Cyrillic
B	Bulgarian
BE	Bengali
BM	Bemba
BY	Byelorussian
C	Coptic
CA	Catalan
CH	Choctaw
CHA	Chiapanec
CHI	Chinese
CHP	Chippewa
CHU	Church Slavic
CR	Croatian
CZ	Czech
D	Dutch
DA	Danish
DAK	Dakota
E	English Ethiopian
ES	Estonian
ESP	Esperanto
F	French
FI	Finnish
FL	Flemmish
G	German
GA	Gaelic
GAL	Gallegan
GE	Georgian
GI	Gilbert Island dialect
GN	Guarani
GR	Greek
GU	Gujarati

H	Hawaiian Hebrew
HA	Hausa
HI	Hindi
HU	Hungarian
I	Italian
IC	Icelanding & Old Norse
IR	Irish
J	Japanese
JI	Jivaro
K	Karen
KA	Kashubian
KO	Korean
KS	Kashmiri
L	Latin Lithuanian
LA	Latvian
LO	Low German
M	Marathi
MA	Macedonian
MD	Middle Dutch
MHG	middle High
ME	Middle English
MLG	Middle Low German
MO	Moldavian
N	Norwegian
NY	Nyanja
OE	Old English
OF	Old French
OJ	Ojibwa
OS	Old Swedish
OSA	Old Saxon
P	Portuguese
PA	Panjabi
PE	Penn. German
PO	Polish
PR	Provencal
PP	Papiamento
Q	Quechua

6.5A3-1

R	Russian
RO	Romansh
RU	Romanian
S	Swedish
SA	Sanskrit
SC	Scottish
SE	Serbo-Croatian
SL	Slovak
SO	Sorbian (Wendish)
SP	Spanish
SV	Slovenian
SW	Swahili
T	Turkish
TI	Tibetan
TO	Tonga (Zambesi)
TS	Tswana
U	Ukrainian
UR	Urdu
W	Welsh
WN	Wendish
WR	White Russian
Y	Yoruba
YI	Yiddish
Z	Zulu

6.5A 3-2

INTRODUCTION TO THE DATABASE

The Illinet Online Database is created by loading tape reproduction of cataloging done through OCLC. IO stores the complete MARC records for all of the current MARC formats:

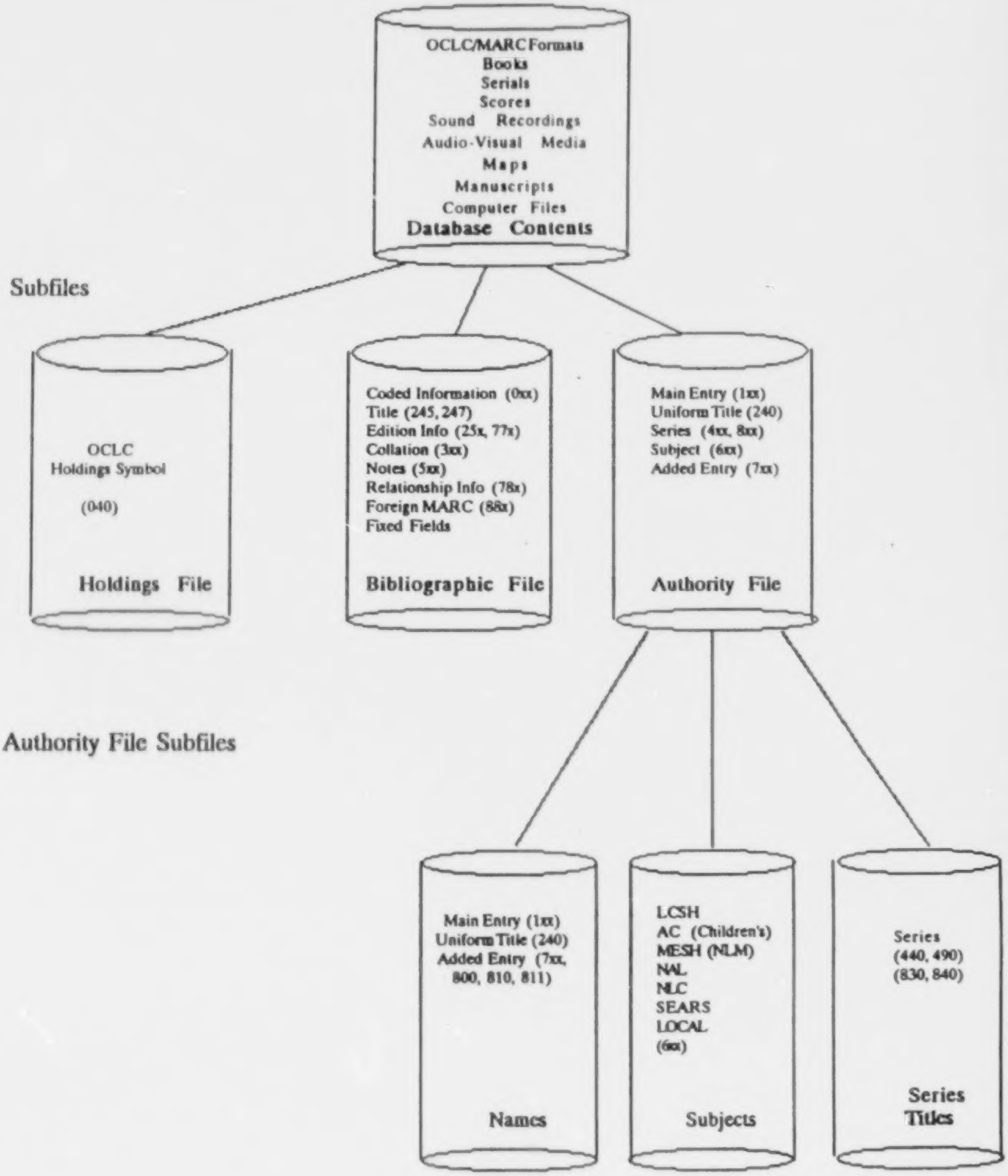
- Books
- Serials
- Scores
- Sound Recordings
- Audio-Visual Media
- Maps
- Manuscripts
- Computer Files

The IO Database stores the MARC information in three major files. **[see p.2]** The Holdings File contains the OCLC holding symbol (040 field). The Bibliographic File contains what IO considers to be descriptive cataloging fields (0xx, 245, 247, 25x, 3xx, 5xx, 77x, 78x, 88x, & fixed fields). The fields which it considers to contain headings or access points (1xx, 240, 4xx, 6xx, 7xx, 8xx) are stored in the Authority File. Theorectically, this structure allows a heading to be established and stored only once, and then be used to access any number of unique bibliographic records which are related to a single heading. This structure remains invisible to the user since a single bibliographic record will display as a single entity with a single command.

As a bibliographic record enters the IO Database from the OCLC tape, a program called GRINDER divides the MARC fields into the above three categories and places the information into the appropriate file. If a heading on the incoming bibliographic record already exists in the IO Authority File, the program simply creates a "bridge" between the descriptive information (Bibliographic File) and the already existing authority record (Authority File). If a heading does not match any existing authority record, the program will create a new authority record and the build the "bridge". When maintenance is done to a heading in the IO Authority File, the maintenance program will automatically create a new "bridge" for all bibliographic records which were previously linked to an incorrect record.

The IO Authority File is further subdivided into three categories -- names, subjects, and series titles. Those MARC fields categorized by the GRINDER program as headings, are further divided into these subfiles. **[see p.2]** These three Authority File subfiles exist as separate storage areas within the Authority File. Cross references and other information cannot be linked across the boundaries of these subfiles. (i.e. a name cannot be changed to a series, etc.)

IO DATABASE FILE STRUCTURE


OCLC/MARC Formats
Books
Serials
Scores
Sound Recordings
Audio-Visual Media
Maps
Manuscripts
Computer Files
Database Contents
Subfiles
OCLC
Holdings Symbol
(040)
Holdings File
Coded Information (0xx)
Title (245, 247)
Edition Info (25x, 77x)
Collation (3xx)
Notes (5xx)
Relationship Info (78x)
Foreign MARC (88x)
Fixed Fields
Bibliographic File
Main Entry (1xx)
Uniform Title (240)
Series (4xx, 8xx)
Subject (6xx)
Added Entry (7xx)
Authority File
Authority File Subfiles
Main Entry (1xx)
Uniform Title (240)
Added Entry (7xx, 800, 810, 811)
Names
LCSH
AC (Children's)
MESH (NLM)
NAL
NLC
SEARS
LOCAL
(6xx)
Subjects
Series
(440, 490)
(830, 840)
Series Titles

7.1A1-2

ILLINET Online Search Guide

	FIND	F	TERM	T	HOLD	H
Record identifier	RID	R			RID	R
Internal sequence number	ISN		ISN			
ISBN (books only)	ISBN	I			ISBN	I
ISSN (serials only)	ISSN	ISS			ISSN	ISS
Title keywords	KTITLE	T				
Author	AUTH	A	AUTH	A		
Author personal name			APERS	AP		
Author corporate name			ACORP	AC		
Author corporate name keywords	KACORP	KAC	KACORP	KAC		
Author uniform title			ATU	ATU		
Subject	SUBJ	S	SUBJ	S		
Subject personal name			SPERS	SP		
Subject corporate name			SCORP	SC		
Subject corporate name keywords	KSCORP	KSC	KSCORP	KSC		
Subject uniform title			STU	STU		
Subject geographical			SGEOG	SG		
Subject topical			STOP	ST		
Series			SERIES	SE		
Series personal name			SEPERS	SEP		
Series corporate name			SECORP	SEC		
Series corporate name keywords			KSECOR	KSEC		
Series title	SETITL	SET	SETITL	SET		

7.1A1-3

Levels of display (follow each search with one of the following options)

Bibliographic search (Find)

$,i - Index display	complete title, edition, imprint, and collation
$,m - Minimum display	short title, edition, publication date, collation
$,f - Full display	catalog card format
$,c - Complete display	complete MARC format
$,x - Access points display	headings attached to record

Authority search (Term)

$,f - Full display	catalog card reference format
$,c - Complete display	complete MARC format
$,x - Access points display	sort key, programming information

7.1A1-4

AUTHORITY FILE CONTENTS

Subjects

LC Subject-Authority Tapes
  LCSH
  AC (Children's Lit.)
Bibliogaphic Records
  LCSH
  AC (Children's Lit.)
  MESH (NLM)
  NAL
  NLC (French & English)
  SEARS
  Locally Generated (69X)

personal (600)
corporate (610)
meeting (611)
uniform title (630)
topical (650)
geographic (651)
local

Names

LC Name-Authority Tapes
Bibliographic Records

personal (100/700/800)
corporate (110/710/810)
meeting (111/711/811)
uniform title (130/730)
(100 + 240)

series titles
(440/490 830/840)

Series Titles

LC Name Authority Tapes
Bibliographic Records

7.1A1-5

Authority File Tagging Formats

	VA (name file)			**VL** (LC subject file)			**VT** (series file)		
		M	meeting		M	meeting			
Heading	NA	P	personal	SU	P	personal	TI		
See	SE	C	corporate	SE	C	corporate	SE		
Used For	UF	U	uni. title	UF	U	uni. title	UF	S	series
See Also	SA	O	series per	SA	T	topical	SA		
Refer From	RF	B	series cor	RF	G	geographic	RF		
		L	series mtg						
Note	NO	S V A R	scope/usage source explaitory for refs.	NO	S V A R	scope/usage source explaitory for refs.	NO	S V A R	scope/usage source explaitory for refs.

Other subject files include:

VC (LC Children's Headings)
VM (MESH-Medical Headings)
VG (NAL-Natl. Ag. Lib. Headings)
VV (Others)
VE (NLC English Headings)
VF (NLC French Headings)
***VF** (SEARS-as the file now stands there is no corresponding mnemonic file for SEARS headings. Maintenance can't be done on them)

Tag formats for these files are the same as those for the VL file.

7.1A1-6

Bibliographic / Authority Tag Comparison Chart

IO bib tag	MARC bib tag	IO auth tag	MARC auth tag
MEP	100	NAP	100
MEC	110	NAC	110
MEM	111	NAM	111
MEU	130	NAU	130
UTI	240	NA_ (w/subfld z)	1xx (w/subfld t)
TIL	245	---	---
FOP	247 (serials)	---	---
EDN	250	---	---
IMP	260	---	---
COL	300	---	---
SEP	400	NAO	100
SEC	410	NAB	110
SEM	411	NAL	111
SET	440	TIS	130
SER	490	TIS	---
NOG	500	---	---
NOB	504	---	---
NOC	505	---	---
SUP	600	SUP	100
SUC	610	SUC	110
SUM	611	SUM	111
SUU	630	SUU	130
SUT	650	SUT	150
SUG	651	SUG	151
SUT	690	SUT	---
SUG	691	SUG	---
AEP	700	NAP	100
AEC	710	NAC	110
AEM	711	NAM	111
AEU	730	NAU	130
FOR	740 (monographs)	---	---
SAP	800	NAO	100
SAC	810	NAB	110
SAM	811	NAL	111
SAU	830	TIS	130

7.1A1-7

ACCESS POINTS COMPARISON

CATALOG CARD

alphabetical author access.
alphabetical title access

```
621.61
W158a

Wallis, R. Allan.
  Axial flow fans and ducts / R. Allan
Wallis. — New York : Wiley, c1983.
  ix, 444 p. : ill. ; 25 cm.
  "A Wiley-Interscience publication."
  Includes bibliographical references
and index.
  ISBN 0-471-87086-2
```

Dewey call no. access through Shelf List.

alphabetical subject access.

```
  1. Fans (Machinery)  2. Air ducts.
I. Title

840322 OCLC            UIUJdc        83-3540
```

LCS RECORD:

author access, but only 6,3 letter sequence.

Dewey call no. access.

title access, but only first 2 words
and only 4,5 letter sequence.

```
621.61W158A   WALLIS, R. ALLAN.   AXIAL FLOW FANS AND DUCTS$ NEW YORK   83-3540
     2770591    1983        1   ADDED:  840401
01      001 4W    ENX RNEWD 870319/870826 UC
PAGE 1 END
```

Author/title combination access available, but only first word of each and in 4,5 sequence.

No subject access.

FBR RECORD:

Access through any word or point, including author, title, subject, series titles, ISBN, ISSN, LC no., and publisher through truncated ISBN or ISSN. Access also available to an authority list of subject and author term/names to assist in those access points. Truncation also available.

BIBLIOGRAPHIC DISPLAY

```
     Wallis, R. Allan.
     Axial flow fans and ducts / R. Allan Wallis. New York : Wiley,
c1983.
     ix, 444 p. : ill. ; 25 cm.
     "A Wiley-Interscience publication."
     Includes bibliographical references and index.
     ISBN  0471870862
       1. Air ducts   2. Fans (Machinery)  I. Title.
     ocl79-324384
```

7.1A2-1

UI Dewey call no. only accessible when link to LCS is made.

D2

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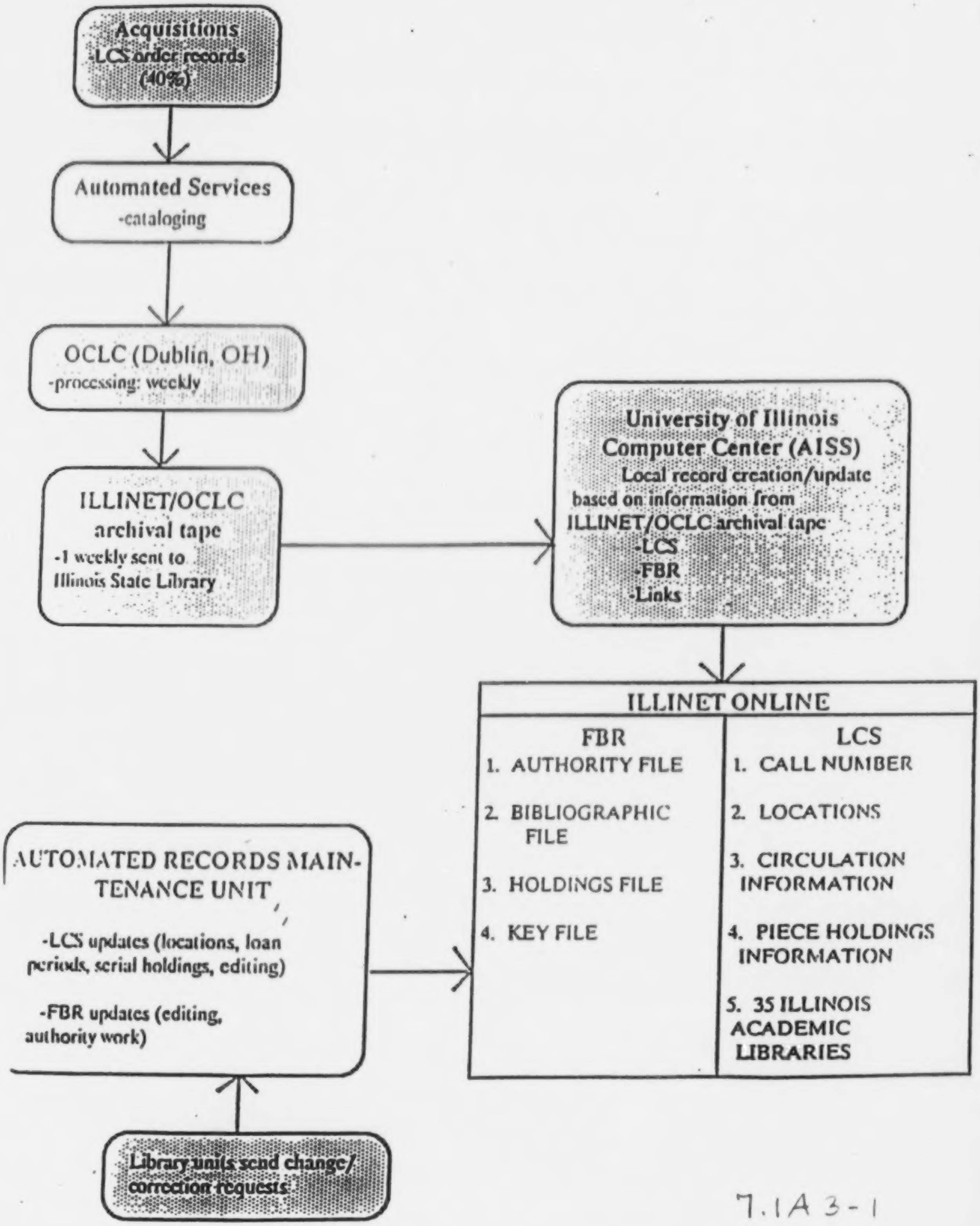
How Information Enters ILLINET Online


Acquisitions
-LCS order records (40%)
Automated Services
-cataloging
OCLC (Dublin, OH)
-processing: weekly
ILLINET/OCLC archival tape
-1 weekly sent to Illinois State Library
University of Illinois Computer Center (AISS)
Local record creation/update based on information from ILLINET/OCLC archival tape
-LCS
-FBR
-Links
ILLINET ONLINE
FBR
1. AUTHORITY FILE
2. BIBLIOGRAPHIC FILE
3. HOLDINGS FILE
4. KEY FILE
LCS
1. CALL NUMBER
2. LOCATIONS
3. CIRCULATION INFORMATION
4. PIECE HOLDINGS INFORMATION
5. 35 ILLINOIS ACADEMIC LIBRARIES
AUTOMATED RECORDS MAINTENANCE UNIT
-LCS updates (locations, loan periods, serial holdings, editing)
-FBR updates (editing, authority work)
Library units send change/correction requests

7.1A 3-1

ity of Illinois Library / Urbana 2/91)

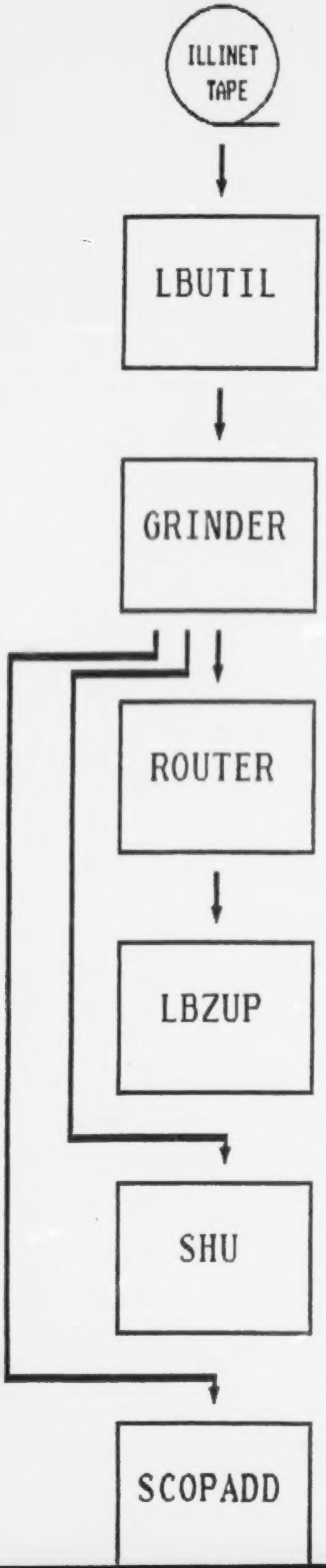
ILLINET Online Technical Services Forum
April 23, 1991

With the Push of a Button

How data gets from OCLC into ILLINET Online

Cathy Salika
University of Illinois
Administrative Information Systems and Services

FBR Weekly Loading



Delete unnecessary subfields from headings.
Trim long records.
OCLC @ 6144
FBR @ 3000 2screens
(2940?)

Note holding & scoping add & delete transactions.
Discard 049s.
Translate tags and indicators.
Reformat bibliographic data.

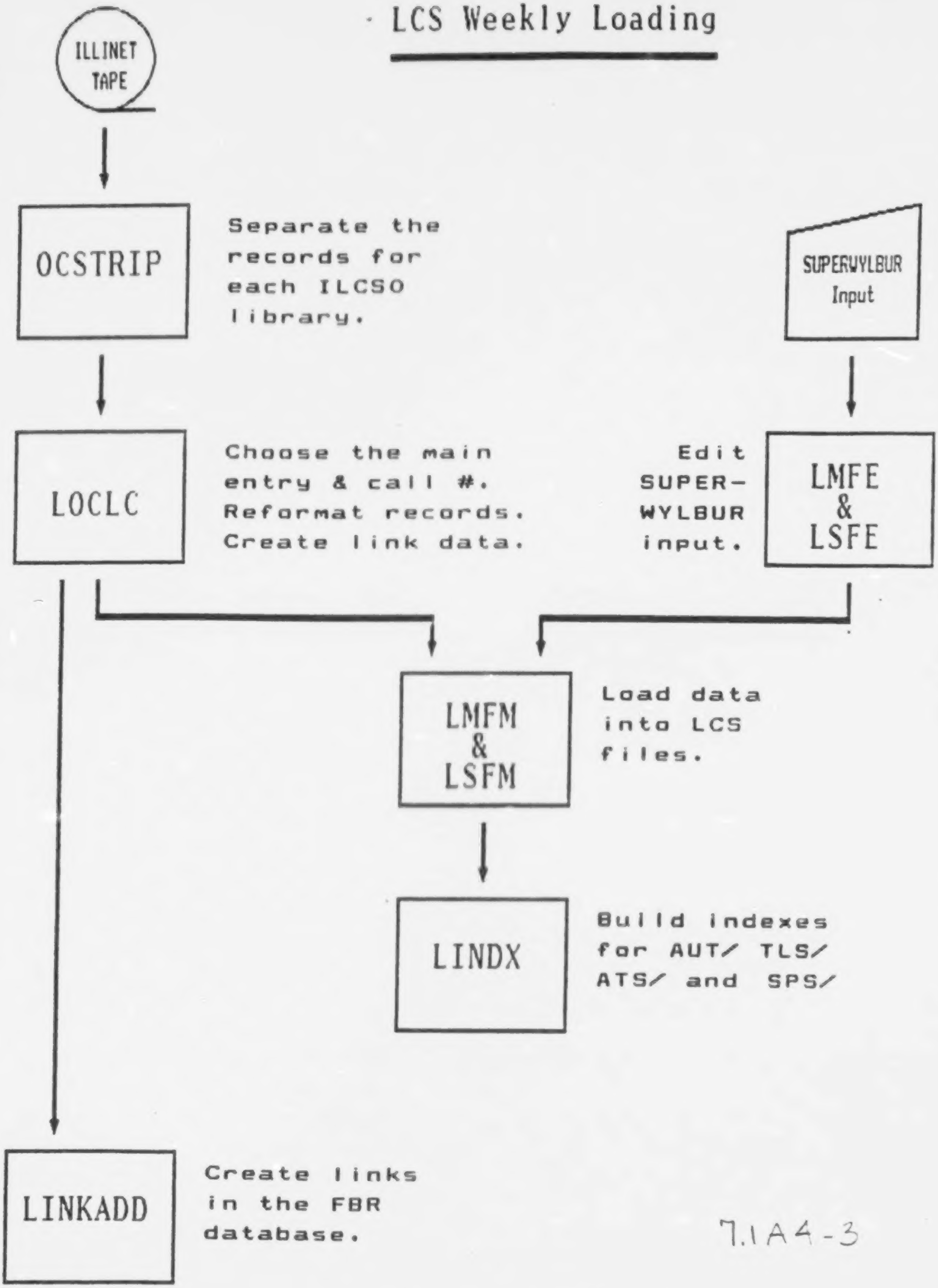
Recognize duplicate records and save them on a tape.

Load bibliographic and authority data.
Load key file records.
Indexing is done on the fly.

Process holding add & delete transactions.
No redundant holdings are created.

Process scope add & delete transactions.
No redundant scopes are created.

LCS Weekly Loading


ILLINET TAPE
OCSTRIP
SUPERWYLBUR Input
LOCLC
LMFE & LSFE
LMFM & LSFM
LINDX
LINKADD

OCSTRIP: Separate the records for each ILCSO library.

LOCLC: Choose the main entry & call #. Reformat records. Create link data.

LMFE & LSFE: Edit SUPER-WYLBUR input.

LMFM & LSFM: Load data into LCS files.

LINDX: Build indexes for AUT/ TLS/ ATS/ and SPS/

LINKADD: Create links in the FBR database.

7.1A4-3

UNIVERSITY OF ILLINOIS
UNIVERSITY OFFICE OF
ADMINISTRATIVE INFORMATION SYSTEMS AND SERVICES
CHICAGO URBANA · CHAMPAIGN
54 Administration Building, 506 South Wright Street · Urbana, Illinois 61801
(217) 333-3840

3/21/90

TO: Operations Committee
Maintenance Committee
BAFMSs Subcommittee

FROM: Cathy Salika Cathy

RE: Tag translations

As you probably know, a number of tags in OCLC records are translated to different values as the records are loaded into FBR. We do this to provide access to field that the WLN software does not index. As part of the project to load the maps, manuscripts and computer files formats, three new translations were introduced, for the 052, 655, and 755 fields. I though you would like to have all of the translations gathered into one memo, so here you are:

Definition	Old Tag	New Tag	
Publisher's number for music	028	710	
Geographic classification code	052	651	*
Varying forms of title	246	247	
Series statement traced differently	4900	440	**
Genre/form heading	655	650	
Local subject added entry, topical	690	650	
Local subject added entry, geographic	691	651	
Local subject added entry, personal name	692	600	
Local subject added entry, corporate name	693	610	
Local subject added entry, meeting name	694	611	
Local subject added entry, uniform title	695	630	
Added entry, personal name (performer)	705	700	
Added entry, corporate name (performing group)	715	710	
Added entry, title traced differently	740	247	
Added entry, physical characteristics	755	650	

* The second indicator is set to 7 when this is done.
** This translation is done only if the first indicator is 0.

7.1A5-1

MARC Tag Translations

4/23/91

028 to 710
052 to 651 *
246 to 247
490 to 440 **
653 to 247
690 to 650
691 to 651
692 to 600
693 to 610
694 to 611
695 to 630
705 to 700
715 to 710
740 to 247

* Ind2 is set to 7
** Done only if Ind1=0

7.1A5-2

Report of the ad Hoc Subcommittee on Long Records in FBR

*8/18/88

On each of the ILLINET tapes, there are a few bibliographic records that are too long to fit into FBR. FBR limits records to 3050 bytes in length, while OCLC allows records to be up to 6188 bytes long. About 1 record in 1000 is too long to go into FBR. This report is a partial recommendation for dealing with this problem.

The Prioritizing Subcommittee of the ILCSO Operations Committee asked AISS to begin working on this task. Cathy Salika from AISS recommended three strategies:

1) See if any records are being rejected too hastily by the programs and try to resolve these situations.

2) Try to find an automatic way to shorten records that are too long by discarding fields that are marginally useful.

3) Modify FBR to make it accept longer records.

While the third strategy seems highly desirable from a bibliographic standpoint, it is the most difficult to implement and there is reason to believe that FBR will never be able to accept records that are longer than 4000 bytes or so for reasons of economy in our disk space usage. The Maintenance Committee asked AISS to pursue the 3 strategies in the order in which they are listed above. AISS staff has given thought to the first strategy. This report is in response to the second strategy.

The Maintenance Committee asked Sally Chipman, the chair of the ILCSO Operations Committee, to appoint an ad hoc subcommittee to propose a list of fields that could be omitted from bibliographic records without causing major damage or bibliographic inconsistencies. Experience shows that most of the long records are either rare books, serials, or music. The appointees to the Subcommittee reflect this:

Member	Library	Specialty
Bob Delvin	Illinois Wesleyan	Music
Phil Hight	Northeastern Illinois	Music and serials
Nancy Romero	U. of I./ Urbana	Rare books
Cathy Salika	AISS	FBR
Don Wood	S. I. U./Carbondale	Serials

BEST COPY AVAILABLE 7.1A6-1

*updated 4/23/91 ll

The Subcommittee recommends that four passes be made through the bibliographic records. In each pass, certain specified fields will be deleted from the records. Any records that are too long to fit into FBR after one pass will be sent through to the next pass. This strategy allows us to be as conservative as possible by omitting fields only when necessary.

Pass zero will occur before FBR takes its first look at the records. Fields are listed in this pass because we do not want them to go into FBR regardless of the length of the record because they are misleading or local in nature. FBR presently deletes these fields, but not until after the record length is checked. The fields to be omitted in pass zero are:

059 09x 599 850 87x 890 9xx 590 263 880

The Subcommittee anticipates that there will be some discussion about omitting the 599 and some of the other local fields at this early stage. We feel that these fields contain truly local data and, therefore, have no place in a union catalog. Since there is no designation of the institution that created the note, there is no way for users of the system to determine the relevance of the note. In fact, the data in these fields is often not truly institution-specific; it is often copy-specific. For this reason, we ask the newly formed Strategic Planning Coordination Committee of Policy Council to consider having these data stored in LCS with other copy-specific data instead of FBR.

After pass zero, fields will be deleted from records only as necessary. All deletions for a pass will be made at once. If this is not done, bibliographic inconsistencies could arise.

Pass one generally tries to delete fields that are not often of use either to library staff members or patrons. Many of these fields do not display in FBR except in the full MARC display, which few patrons ever use. The fields to be omitted in pass one are:

009 012 017 018 025 039 044 [illegible] 051 055 061
071 072 073 263 510• 512 543 583 584 585 [illegible]
652 68x 699 755 765 767 851 88x

• The 510 field will be deleted from serials, but not from other types of materials.

Pass two generally tries to delete fields that are occasionally of use to library staff members, but are rarely of interest to patrons. A few of these fields display in the

FBR full display, but many do not. The fields to be omitted in pass two are:

242 243 524 570 653 77x 760 762

Pass three generally tries to delete fields that are only occasionally of use to library staff or patrons. The Subcommittee feels that it would be highly desirable to keep these fields, but not at the expense of being able to have the record in FBR at all. The fields to be deleted in pass 3 are:

033 043 045 047 048 257 265 306 350 503 505
518 520 545 547 555 561• 567 581 582 787

• The 561 field will be deleted from A/V media, but not from archives and manuscripts.

Readers will notice that none of the standard bibliographic control numbers in the 0xx fields are ever to be omitted. The Subcommittee anticipates that these numbers may be essential in the future for identifying matching records from sources other than OCLC.

After pass three, there may still be a few records that are too long to fit into FBR. The Subcommittee feels that these records can not be shortened without thought from a cataloger. These records will be printed off and mailed to the library that produced them. It is hoped that the library will re-produce the records in a still shorter format. Unless the records are shortened neither the records themselves nor the holdings will go into FBR. If the record belongs to an LCS library, an LCS record will be created. A spurious link will probably also be created, but users of the system will never see them and AISS may clean them out from time to time if necessary.

7.1A6-3

24 July 1989

To: OCLC Cataloging Staff

From: Rhoda R. Engel RRE

Re: FBR improvement

An FBR program to delete a library's holdings from the catalog record has been implemented as of July 10, 1989. When a library deletes its holding symbol from an OCLC record, corresponsing holdings will automatically be deleted from FBR and the FBR record will be delinked from its LCS record. If the library whose holdings are being deleted is the only holding library, the catalog record in FBR will also be deleted.

This simplifies FBR maintenance. If we want to get rid of a record in FBR (because item is withdrawn, being recataloged, etc.), we need only have the UIU holdings in OCLC deleted and have ARM delete the LCS record.

FBR deletes will still have to be done manually for OCM0 records and for OCLC records we have used, but which have been merged with another OCLC record (record no. we used now appears in an 019 field in OCLC). Programmers at AISS are working on both of these problems.

7.1A7-1

LCS Restructuring

A three-phase plan for restructuring the LCS system is being implemented. This involves moving LCS to an improved environment where database and standard support is available.

Phase 1

All LCS records which were not in FBR were scanned and converted into short MARC records. THESE RECORDS WILL BE ENTIRELY IN UPPER CASE. These 1.995.225 records captured those items in our collection that have never been cataloged through OCLC (Order. EBO and LABO records are excluded).

These short records will search. link and scope just as other FBR records do. They will be retrievable with F T and F A searches as well as F R. The RID numbers for these records have been created by combining the 2-letter LCS campus code and corresponding LCS title number (UC=====).

In some cases authority file headings will be created from the main entries of these short MARC records. These are retrievable in T A and T KAC searches and BROWSE in the author file. Again. these headings are in all CAPS to differentiate from full records.

1-10 EXAMPLE:

BIBLIOGRAPHIC DISPLAY

```
 1. The Book of Kells : selected plates in full color / c1982. 32 p.
    ocm08-430935
 2. The Book of Kells : forty-eight pages and details in colour
    fromthe manuscript in Trinity College, Dublin / 1st ed. 1980. 96
    p.    ocm06-378391
 3. Simms, George Otto, The Book of Kells : a selection of pages /
    1976. [32] p.    ocm03-223968
 4. Simms, George Otto, The Book of Kells : A short description. 2d
    ed. 1950. 7, [1] p., [2] leaves of plates    ocm05-277802
 5. Sullivan, Edward, The Book of Kells, [5th ed.] [1952] xvii, 111 p.
    ocm00-685714
 6. MacAvoy, R. A. The book of Kells / 1985. 340 p.    ocm12-347901
 7. Megaw, Ruth. Celtic art : from its beginnings to the Book of
    Kells / c1989. 288 p.    ocm19-363928
 8. Bible. The Book of Kells. c1990. [678] p.    ocm21-069818
 9. Ochsenbein, Peter. Irische Buchkunst : die irischen Handschriften
    der Stiftsbibliothek St. Gallen und das Faksimile des Book of
    Kells / 1990. 101 p.    ocm22-528179
10. THE BOOK OF KELLS 1974.   uc 00-077978   ***  MORE
```

D25.1

7.1A8-1

```
S 11-20
                                        BIBLIOGRAPHIC DISPLAY

    11. BIBLE.  CELTIC ORNAMENTS FROM THE BOOK OF KELLS 1892.   uc
        00-077700
    12. OLSZEWSKI, EDWARD J. THE BOOK OF KELLS. 1963.   uc 02-032518
    13. Sullivan, Edward, THE BOOK OF KELLS, DESCRIBED BY SIR EDWARD
        SULLIVAN, 1914.   uc 10-084843
    14. Simms, George Otto, THE BOOK OF KELLS 1961.   uc 02-033457
    15. Sullivan, Edward, THE BOOK OF KELLS, 1933.   uc 10-084844

S 8
                                        BIBLIOGRAPHIC DISPLAY

     Bible. N.T. Gospels. Latin. Book of Kells.
     The Book of Kells. Luzern : Faksimile-Verlag, c1990.
     [678] p. : col. ill. ; 35 cm. + commentary (383 p. ; 35 cm.)
     Commentary vol. in English and edited by Peter Fox, in publisher's
box.
     Limited ed* of 1480 copies.
     Includes index.
     Facsimile vol. in decorated presentation box, 38 cm.
     Title from colophon of facsimile.
     Includes bibliographies (commentary)
     ISBN  3856720316 : $$12,800.00
       1. Trinity College (Dublin, Ireland). Library. Manuscript. 58.
  2. Bible. N.T. Gospels--Illustrations.   3. Illumination of books and
manuscripts, Celtic--Ireland.   4. Manuscripts, Latin (Medieval and

x, Peter F.  II. Trinity
College (Dublin, Ireland). Library. Manuscript. 58.  III. Title.
     ocm21-069818

S 10
                                        BIBLIOGRAPHIC DISPLAY

     THE BOOK OF KELLS NEW YORK,  1974.

     uc 00-077978
L 8
Q.226B47LB1990   BIBLE. N.T. GOSPELS. LATIN. BOOK OF KELLS.
THE BOOK OF KELLS$ LUZERN      NOLC     3733516   1990       1   ADDED:  9012

01 RBX 001 NOCIR              MAIN VOL.
02 RBX 001 NOCIR              COMMENTARY
PAGE 1 END

L 10
XQ.096B6441      THE BOOK OF KELLS$NY   74-194761                  D25.2
       77978   1974       1   ADDED:  780119
01      001 NOCIR RBX
PAGE 1 END
```

7.1A8-2

```
S 8 $,C
                                        BIBLIOGRAPHIC DISPLAY
    COLLECTION ID.ALL

      am    ocm21-69818   db    11/25/90  11/25/90  01/28/91  UcBaw011   Lincoln
        MEU       $appls $Bible.$N.T.$Gospels.$Latin.$Book of Kells.
        TILA4     $a     $The Book of Kells.
        IMP       $abc   $Luzern :$Faksimile-Verlag,$c1990.
        COL       $abce  $[678] p. :$col. ill. ;$35 cm. +$commentary (383 p. ;
                         35 cm.)
        NOG       $a     $Title from colophon of facsimile.
        NOG       $a     $Commentary vol. in English and edited by Peter Fox,
                         in publisher's box.

copies.
        NOG       $a     $Includes index.
        NOG       $a     $Facsimile vol. in decorated presentation box, 38 cm.
        NOB       $a     $Includes bibliographies (commentary)
        SUCNL     $abkn  $Trinity College (Dublin, Ireland).$Library.$
                         Manuscript.$58.
        SUUOL     $appx  $Bible.$N.T.$Gospels$Illustrations.
        SUT L     $az    $Illumination of books and manuscripts, Celtic$
                         Ireland.
        SUT L     $azzx  $Manuscripts, Latin (Medieval and modern)$Ireland$
                         Dublin$Facsimiles.
        AEPSA     $a     $Fox, Peter F.
        AECNA     $abkn  $Trinity College (Dublin, Ireland).$Library.$
                         Manuscript.$58.
        GAC       $a     $e-ie---
        SBN       $ac    $3856720316 :$$$12,800.0
        LAN       $a     $lateng
        CAS       $acd   $CLE$CLE$UIU
        LON       $a     $ocm21069818
        FFD         CONF=          FEST=       INDEX=x    ME IN B=
              INTEL LV=            FIC=        BIOG=          LAN=lat  DAT KY=s
                 DATE1=1990   DATE2=           CNTY=sz    ILLUS=a       REPRO=
              CONTENTS=         MODRC=         CAT S=d    GOV PUB=   CAT FORM=a

    COLLECTION ID.ALL

      aml   uc00-77978    db    05/14/71  05/14/91  --/--/--  Lincoln    Lincoln
        TILN1     $a     $THE BOOK OF KELLS
        IMPX      $ac    $NEW YORK, $1974.
        ACN-I     $a     $XQ.096B6441
        CAS       $ac    $LCS$UIU
        LON       $a     $UC0077978
        FFD         CONF=          FEST=       INDEX=     ME IN B=
              INTEL LV=            FIC=        BIOG=          LAN=und  DAT KY=s
                 DATE1=1974   DATE2=           CNTY=xx    ILLUS=        REPRO=
              CONTENTS=         MODRC=         CAT S=d    GOV PUB=   CAT FORM=
                                                                           D25.3
```

7.1A8-3

Phase 2

A main frame interface is being written which will allow users to have access as a user-friendly interface regardless of the kind of terminal used.

Phase 3

The last phase would involve moving other LCS functions, such as SPS, charging and discharging, into FBR's ADABAS program. LCS statistics programs will be rewritten and an ordered search for exact titles will be devised.

7.1A8-4

March 17, 1992

LCS Restructuring Update

Another batch of records has now been loaded into FBR as part of the effort to transfer the bibliographic data in LCS into FBR. These records hold a special status known as INTERIM Records. They are different from regular FBR records in several ways.

Regular Records	Interim Records
The headings from regular FBR records are stored in the Authority File.	The headings from Interim FBR records are stored in the Bibliographic File.
Regular FBR records may be searched with either FIND or TERM searches. (F A or T A, etc.)	Interim FBR records may be searched ONLY with a FIND search.
Regular records enter FBR through OCLC tape loading and Phase I loading. They may have RIDs beginning "ocm" or "uc".	Interim records are defined by a call no. prefix and enter FBR as a result of being keyed into LCS via Superwylbur. They will have RIDs beginning "uc".

All Interim FBR records have holdings, scopes, and links like regular FBR records.

Any LCS records with a call no. containing any one of the following prefixes will be flagged as Interim. These call numbers represent order records, uncataloged items, and items that are keyed into LCS directly rather than being cataloged through OCLC. The main reason for flagging these records Interim is because the author entries for these items are not subject to authority control.

OOOFILM
FILMUM
FILMUMR
EBO.
GIFT.
LABO.
ORDER.
SPXORD.
PRECAT.
UNCAT.
ISLDISC.
IUDISC.
W.

MO (including DISCMO, FILMMO, KITMO, MFICHEMO)

Any records with a call no. having a prefix of CH. (Checkman records) should not appear in FBR in any form.

Since machine processing rarely produces absolutely perfect results, you may find some anomalies among these records. Any anomalies or any questions may be directed to Barbara Henigman in ARM.

(B. Henigman)

7.1A9-1

LCS Restructuring Update

As most of you know, we are currently involved in a project that will move LCS data into the FBR environment. Last May, to begin Phase 1 of this project, AISS scanned through our LCS records and captured those that did not link to FBR records. The 1,995,225 records captured represents those items in our collection that have never been cataloged through OCLC. (This figure does not include Order, EBO, LABO, and other records of this type.) The bibliographic data from these records was converted into a short MARC record.

AISS is now beginning to load these short MARC records into FBR. Attached is a sample of how these records will look. These records will behave like all other FBR records. In other words, they will search, link, and scope just as we expect. They will be retrievable with F T and F A searches. You may also retrieve them with a F R search. The RIDS for these records have been devised by combining the 2-letter LCS campus code and the corresponding LCS title number. (ex: UC#####) If you choose to scope your searches you will see short MARC records from other schools.

There will be cases when authority file headings will be created from the main entries of these short MARC records. You may see these headings when doing T A and T KAC searches. You will also encounter them if you BROWSE the author file. These headings are easily identified since they are in all CAPS, but will behave exactly like any other headings. The FBR Maintenance Unit will perform maintenance on these headings and short biliographic records according to established procedures. Eventually we will have the capability of replacing these records with full OCLC records if desired.

The loading of these records will probably continue through the summer. When loading is completed, all of our LCS records will have a corresponding FBR record. During this time there will be NO CHANGE in the operations or processing of LCS.

(B. Henigman)

7.1A9-2

7

```
f t atlas $ar
                                        BIBLIOGRAPHIC DISPLAY

     1. LORE, JOHN M AN ATLAS OF HEAD AND NECK SURGERY 1962.
        ar56731
     2. RAND MCNALLY AND COMPANY. RAND MCNALLY ROAD ATLAS 1976.
        ar96
     3. HAWKES, JACQUETTA HOPKINS,  THE ATLAS OF EARLY MAN 1976.
        ar104321
     4. MCMINN, R. M. H. COLOR ATLAS OF HUMAN ANATOMY 1977.    ar2576
     5. JACKSON, KENNETH T. ATLAS OF AMERICAN HISTORY  REV. ED. 1978.
        ar76322
     6. HALVORSON, PETER L. ATLAS OF RELIGIOUS CHANGE IN AMERICA,
        1952-1971 1978.   ar333093
```

```
; 5 $,c
                                              BIBLIOGRAPHIC DISPLAY
   COLLECTION ID: 1

    aml  ar76322        db   04/16/71  04/16/91  --/--/--  Lincoln   Lincoln
       MEPS     |a     |JACKSON, KENNETH T.
       TILNO    |a     |ATLAS OF AMERICAN HISTORY
       EDN      |a     | REV. ED.
       IMPX     |ac    | NEW YORK, |1978.
       ACN-I    |a     |R911.73ATL
       CAS      |ac    |LCS|ICA
       LON      |a     | ar76322
       FFD       CONF=          FEST=        INDEX=    ME IN B=
            INTEL LV=            FIC=        BIOG=          LAN= und DAT KY=
               DATE1= 1978 DATE2=            CNTY= xx   ILLUS=        REPRO=
            CONTENTS=          MODRC=        CAT S= d  GOV PUB=   CAT FORM=
```

7.1A9-3

```
                                  AUTHORITY DISPLAY

  1. Miller, Stephen J. H.--Diseases of the eye
  2. MILNER, JOE E  1880-
  3. Milton, Ohmer, 1918-
  4. MINARIK, ELSE HOLMELUND.
  5. Minnesota Educational Computing Consortium.
  6. Misra, Candranatha, 1925-
  7. Misra, Vidyaniwas, 1926-
  8. MISSONELLIE, JOSEPH.
  9. MITCHELL, LEONEL LAKE,  1930-
 10. Mithra, Candranatha, 1925-
 11. MODERN LANGUAGE ASSOCIATION OF AMERICA.
 12. MODLESKI, TANIA,  1949-
 13. MOFFITT, FREDERICK J.
 14. MOHAUPT, RICHARD,  1904-1957.
 15. MONTENEGRO, HUGO,  ARR.
 16. Monteverdi, Claudio, 1567-1643.--Madrigals, book 8.  Selections
 17. Montreal Public Library.
 18. MOORE, DOUGLAS STUART,  1893-1969.
 19. MOORE, MARIANNE,  1887-1972.
 20. Moots, Craig Keith, 1955-
 21. MORE, HARRY W.
```

```
s 4 $,c
                                            BIBLIOGRAPHIC DISPLAY
  COLLECTION ID: 1

   aml  uc765432      db   04/16/71  04/16/91  --/--/--  Lincoln   Lincoln
      TILN1    |a      |THE BOOK OF KELLS
      EDN      |a      | 1ST AMERICAN ED.
      IMPX     |ac     | NEW YORK, |1974.
      ACN-I    |a      |RARE096.1BOO
      CAS      |ac     |LCS|UIU
      LON      |a      |ocm01360836
      FFD      CONF=         FEST=        INDEX=     ME IN B=
           INTEL LV=          FIC=         BIOG=          LAN= und DAT KY=
              DATE1= 1974 DATE2=           CNTY= xx   ILLUS=         REPRO=
           CONTENTS=        MODRC=        CAT S= d  GOV PUB=    CAT FORM=
```

```
                                       BIBLIOGRAPHIC DISPLAY

  THE BOOK OF KELLS  1ST AMERICAN ED.  NEW YORK,  1974.

  uc765432
```

7.1A9-4

Automated Records Maintenance

Automated Records Maintenance (ARM), provides maintenance for the online catalog, ILLINET Online. FBR maintenance focuses on changes, additions, and deletions to the statewide bibliographic and authority databases. This involves programming to enhance or correct bibliographic records (both individual and global changes) already in the online catalog, as well as authority control for headings in FBR. LCS maintenance focuses on changes, additions, and deletions to the local Library Circulation System, as well as to the LINKS file, which connects FBR records to their corresponding LCS holdings. These activities involve programming (Superwylbur) which adds or deletes records from LCS, updates holdings in LCS, and also addlinks and delinks records between FBR and LCS as needed.

ILCSO

ILLINET Online Bibliography

Illinois Library Computer Systems Office

502 E. John St., Suite 205
Champaign, IL 61820
Phone: 217-244-7593
Fax: 217-244-7596

October 1993

7.1A11-1

ILLINET Online Bibliography

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History

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Complied by:
Beth Woodard
Revised:
March 1990

7.1A12-2

FBR MAINTENANCE OPERATIONS

THE FULL BIBLIOGRAPHIC RECORD AS THE PUBLIC SEES IT:

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                                        BIBLIOGRAPHIC DISPLAY

     Braasch, Marvin E.
     The life history of the slough darter, Etheostoma gracile (Pisces,
Percidae) {by} Marvin E. Braasch {and} Philip W. Smith. Urbana, State of
Illinois, Natural History Survey Division, 1967.
     12 p. illus., maps. 28 cm. (Biological notes ; no.58)
     Bibliography: p. 12.
       1. Slough darter  I. Smith, Philip Wayne, 1921- joint author.
 II. Title.   III. Series.
     ocm00-051918
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THE RECORD IN ITS CODED FORM BROUGHT UP ON AN EDIT SCREEN ON A MAINTENANCE TERMINAL:

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        TILA      :abc    :The life history of the slough darter,:Etheostoma
                          gracile (Pisces, Percidae):{by} Marvin E. Braasch
                          {and} Philip W. Smith.
        IMP       :abc    :Urbana,:State of Illinois, Natural History Survey
                          Division,:1967.
        COL       :abc    :12 p.:illus., maps.:28 cm.
        SET O     :av     :Biological notes ;:no.58
        NOB       :a      :Bibliography: p. 12.
        SUT L     :a      :Slough darter
        AEPSA     :ade    :Smith, Philip Wayne,:1921-:joint author.
        CAL       :ab     :QH9:.I5 no. 58
        CAS       :acdd   :Illinois Univ. Library:DLC:m.c.:UIU
        LON       :a      :ocl70051918
        FFD       CONF=        FEST=        INDEX=    ME IN B= x
             INTEL LV=          FIC=        BIOG=          LAN= eng DAT KY= s
                DATE1= 1967 DATE2=          CNTY= ilu  ILLUS= ab   REPRO=
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BEST COPY AVAILABLE

THE ACCESS POINTS ON A FULL BIBLIOGRAPHIC RECORD AREN'T REALLY ON THE RECORD AT ALL. THEY ARE IN THE AUTHORITY FILE.

THE CODED BIBLIOGRAPHIC RECORD AS WE SEE IT:

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  TILA     :abc    :The life history of the slough darter,:Etheostoma
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  CAS      :acdd   :Illinois Univ. Library:DLC:a.c.:UIU
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         CONTENTS= b    MODRC= m    CAT S= c  GOV PUB=   CAT FORM=
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WHAT'S REALLY THERE ←

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va   voc00-132400  db   09/13/83  09/08/89  04/20/91  -----    -----
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va   voc02-145326  db   11/14/84  10/18/90  04/20/91  -----    -----
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  UFPS     :ad     :Smith, Philip Wayne,:1921-

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  NOV      :a      :Document

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  UFT-L    :a      :Etheostoma gracile
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7.1B1-2

MANY PROBLEMS ARE CORRECTED ON INDIVIDUAL BIBLIOGRAPHIC RECORDS:

```
Rowe, Albert.
English teaching and its contribution to seceondary eduction /
-t Rowe. St. Albans (Eng.) ; Hart-Davis Educational, 1975.
173 p. ; 22 cm.
Includes index.
Bibliography: p. (135)-169.
ISBN 0219520119
  1. English language--Study and teaching (Secondary)  I. Title.
ocm02-431437
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MANY PROBLEMS ARE CORRECTED IN THE AUTHORITY FILE ALONE:

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va   voc01-655439  db   12/22/83  --/--/--  04/20/91  -----     -----
  NAPS    :ad     :Mathews, Shailer,:1863-


va   voc04-740032  db   02/28/88  --/--/--  04/20/91  -----     -----
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va   voc05-35495   db   04/20/88  02/13/91  04/20/91  -----     -----
  NAPS    :ac     :Mathews, Shailer,:1863-1941
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SOME PROBLEMS MUST BE SOLVED BY HANDLING BOTH THE BIBLIOGRAPHIC RECORD AND THE AUTHORITY RECORD:

```
  t se mental health monographs
                                         AUTHORITY DISPLAY

     2. National Institute of Mental Health (U.S.) Mental health
          monograph ;
     5. Mental health monograph ;
     3. Mental health monograph ;
     4. Mental health monograph 3
     6. Mental health monograph ; 4
     1. Mental health monograph ; no. 2


                                              AUTHORITY DISPLAY

vt   voc07-402135   db   06/14/90  --/--/--  04/20/91  -----     -----
  TIS      :a      :Mental health monograph ; 4


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  TILAO    :abc    :Now I have known me ;:report on mental health aspect
                   of Cooperative Urban Teacher Education Program /:Grant
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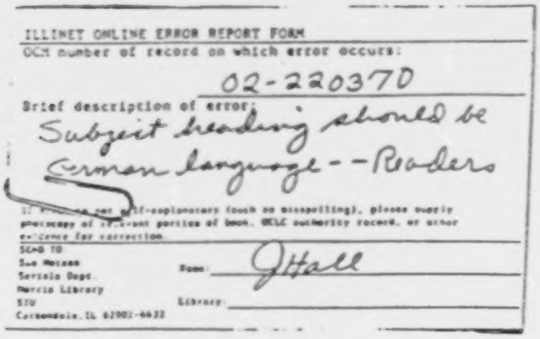
  IMP      :abc    :Kansas City, Mo. ;:Mid-Continent Regional Educational
                   Laboratory,:1970.
  COL      :abc    :80 p. ;:ill. ;:21 cm.
  SET      :a      :Mental health monograph ; 4
  NOB      :a      :Bibliography: p. 80.
  SUT L    :az     :Teachers of socially handicapped children, Training
                   of:United States.
```

BEST COPY AVAILABLE

7.1B1-3

SOME PROBLEMS COULD BE CORRECTED BY A COMPUTER INSTEAD OF A PERSON:



ILLINET ONLINE ERROR REPORT FORM

OCM number of record on which error occurs: 02-220370

Brief description of error: Subject heading should be German language--Readers

If [illegible] not self-explanatory (such as misspelling), please supply photocopy of [illegible] portion of book, OCLC authority record, or other evidence for correction.

Send to:
Sue [illegible]
Serials Dept.
Morris Library
SIU
Carbondale, IL 62901-6632

Name: JHall

Library:

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                                                  BIBLIOGRAPHIC DISPLAY

      Nichols, Alfred Bull.
      Modern German prose; a reader for advanced classes, comp. and
 annotated by A. B. Nichols. New York, H. Holt and company, c1908.
      vi, 296 p. 20 cm.
        1. German language--Chrestomathies and readers.  I. Title.
      ocm02-220370

 t s chrestomathies and readers
                                                  SUMMARY DISPLAY
  RESULT:  34 headings.
 s 1-10
                                                  AUTHORITY DISPLAY

       7. Chinese language--Chrestomathies and readers
       5. Dakota language--Chrestomathies and readers.
       4. Esperanto--Chrestomathies and readers.
       3. French language--Chrestomathies and readers
       9. German language--Chrestomathies and readers.
       2. Icelandic and Old Norse languages--Chrestomathies and readers.
       1. Navajo language--chrestomathies and readers.
       8. Persian language--Chrestomathies and readers.
       6. Russian language--Chrestomathies and readers.
      10. Serbo-Croatian language--Chrestomathies and readers.

 change 9
                                                       EDIT SCREEN
   REMOVE    DELETE      DISPLAY,     VERIFY      CHECK
   EDIT,
     v1   voc01-668323  chg  03/14/84  --/--/--  04/20/91  -----     ScVt2186
        SUT-L    :ax     :German language:Chrestomathies and readers.
```

```
t s atomic power#
                                           SUMMARY DISPLAY
RESULT:  881 headings.
```

Subject heading is now Nuclear energy

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7.1B1-4

AUTHORITY RECORDS AND BIBS ARE CONNECTED. WE MUST BE CAREFUL NOT TO MAKE A CHANGE IN THE AUTHORITY FILE THAT TURNS ONE AUTHOR INTO ANOTHER.

```
t a smith philip w*
                                             AUTHORITY DISPLAY

        2. Smith, Philip W.
        4. Smith, Philip W. (Philip Wayne), 1921-
        5. Smith, Philip W. (Philip Wayne), 1945-
  *     1. Smith, Philip Wayne, 1921-
  *     6. Smith, Philip Wayne, 1933-
        3. Smith, Philip Wayner.

 f 4$all
                                             BIBLIOGRAPHIC DISPLAY

      1. Smith, Philip W. (Philip Wayne), 1921- A distributional atlas of
         Upper Mississipp River fishes / {by} Philip W. Smith, Alvin C.
         Lopinot {and} William L. Pflieger. Urbana : {s. n.} ; 1971. 20 p. :
         diagrs.   ocm03-263884
      2. Smith, Philip W. (Philip Wayne), 1921- A naturalist in the
         environmental crisis / by Philip W. Smith. New York, N.Y. : Carlton
         Press, c1986. 131, {14} p. : ill. ;   ocm13-380920
      3. Smith, Philip W. (Philip Wayne), 1921- A preliminary annotated list
         of the lampreys and fishes of Illinois / Phillip W. Smith. Urbana,
         1965. 12 p. : maps ;   ocm12-691020

f 2$all
                                             BIBLIOGRAPHIC DISPLAY

      1. Morris, Michael A. An annotated bibliography of the Illinois
         herpetological literature 1960-1980, and an updated . . . 1983.
         p. 123-138    ocm09-937119
      2. Lopinot, Alvin C. Rare and endangered fish of Illinois / 1973. 33
         p.    ocm02-513182
      4. Infection control in long-term care facilities / c1984. xvi, 341
         p.    ocm10-017745
      5. Smith, Cicely Fox. There was a ship; chapters from the history of
         sail. 1930. vii. 201, {1} p.    ocm01-750450

s 4$,c
                                                AUTHORITY DISPLAY
   COLLECTION ID: 1

     va   voc02-145326  db   11/14/84  10/18/90  04/20/91  -----     -----
        NAPSO    :aqd    :Smith, Philip W.:(Philip Wayne),:1921-
        UFPS     :ad     :Smith, Philip Wayne,:1921-

change 2
                                                 EDIT SCREEN
  REMOVE    DELETE      DISPLAY,    VERIFY      CHECK
  EDIT,
     va   voc01-967437  chg  07/18/84  11/14/90  04/20/91  -----     ScVt2186
        NAPSO    :a      :Smith, Philip W.
```

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7.1B1-5

92.11.15

AUTHORITY CONTROL

TOOLS: a) OCLC authority records
b) FBR authority records which are relevant

The above materials are attached to the back of the corresponding OCLC **bibliographic** record. Whenever you check the FBR authority file and notice a potential problem, you must check the **full bibliographic** records which are linked to these authority headings, in order to determine the validity of the problem. The FBR **bibliographic** records should not be sent along to systems maintenance (i.e. send only **authority** records).

WORKFLOW:

Support Services (Searching Unit) => OCLC Cataloging Unit => Support Services (Inputting Unit) => Systems Maintenance Unit (ARM)

PROCEDURES:

All materials needed for **authority** problems will be forwarded (attached to the **OCLC bibliographic** record) along with the monograph to the Inputting Unit. Authority materials will be forwarded to Systems Maintenance after the bibliographic record has been input. Mark either the OCLC authority record or the FBR authority record at the top of the copy in red ink:

"FOR FBR MAINTENANCE"

Mark the complete FBR authority record (i.e. S 1$,C) using the following terminology:

a) MERGE. ______ IS THE CORRECT HEADING. or
b) MERGE ______ TO ______. or
c) FIX THIS. or
d) MATCH ______ TO LC AUTHORITY. or
e) ADD DEATH DATE TO voc__-______. or
f) CHANGE ______ TO LC AUTHORITY.

N.B.:

These procedures apply to Personal Names (main/added entries; subject entries) only. Do not attempt to correct problems for Corporate or Conference headings or Series Titles. Such changes will be dealt with retrospectively.

Most authority maintenance is relegated to original cataloging, not to copy cataloging.

There generally is a holding period of 2 weeks before systems maintenance personnel make changes to authority headings. Consequently, they always search and verify FBR records one more time before corrections are made.

FBR SEARCHING UPDATE

Beginning Monday 9/18, processing will begin that will convert all Record ID numbers in FBR from ocl7#-###### to ocm0#-######. This will eliminate some record duplication and will create a consistant search key for Record ID numbers. All RID searches will follow the pattern f r ocm.

The process of converting all bibliographic records in the database should take 1 to 2 weeks. During this time, you might want to check your searches by using both f r ocm and f r ocl patterns when searching Record ID numbers.

9-13-89

(Barbara Henigman)

7.1B3-1

AUTHORITY FILE SWEEPING PROGRAM

FBR Maintenance and AISS are now working together to test a program that can do some types of global changes to the FBR Authority File. The program is designed to make changes in text as well as correct errors in tagging and coding. During the test period (so far) we have made the following changes to subject headings:

			No. of Hdgs changed
U.S.	to	United States	2574
Pol. & govt.	to	Politics and government	225
Parodies, travesties, etc.	to	Parodies, imitations, etc.	67
Hist.	to	History	2468
Descr. & trav.	to	Description and travel	519
Bibl.	to	Bibliography	737
Slovakia	to	Slovak Republic	387
Addresses, essays, lectures	was elimiated		46,740

Eventually we hope this program will become part of our routine workflow so we can continue to make corrections to those problems which are too overwhelming for a person to do manually. Anyone that has suggestions or test examples should contact the CPAC representative for their council.

(B. Henigman)

7.1B4-1

YOU CAN HELP CLEAN UP ILLINET ONLINE RECORDS

ILLINET ONLINE is at an early stage where there are still some problems in it. A number of the big, systematic problems are going to be fixed by programs that will be run against the entire data base. Other problems need to be fixed individually, by a person working on one record, or a small set of records, at a time -- problems like spelling errors in the title, or an author's name appearing in several different ways.

The team is in place to fix those individual errors. There are six libraries throughout the state who are able to make corrections to both bibliographic and authority records in ILLINET Online.

You can report errors, inconsistencies, typos, or conflicts on bibliographic and name, subject or series authority records.

We know a lot of you have been frustrated by errors in the system, especially those that affect searching. Tell us about them and we'll fix them as soon as we can. We will try to have them fixed within a week of receiving the error report.

HERE'S WHAT YOU DO

Fill out an ILLINET/ONLINE ERROR REPORT FORM (photocopy the form below if you do not have a supply). Give us the number of the record on which the error occurs. Give us a brief description of the error.

Here's how to find the number:

The record number is preceeded by the letters OCM. On a bibliographic record (the kind that looks more or less like a catalog card), the number occurs at the bottom of the record. If you are looking at the complete coded form of the record ($,c), the ocm numbers occurs on the top line at the left.

Cite the number as ocm01-234567.

Here's how to state the problem:

> "Colorado misspelled colrado in title"
> "Correct misspelling of Colorado in title"
> "Author's name should be Hermann, not Herman"
> "Correct author's name from Frances to Francis"
> "Subject should be AIDS (Disease), not AIDS (Diseases)

Here's how to state a problem wider than one record:
(no need to supply a record number)

> "Author's name is in the data base 2 ways - Nesbit, Edith and Bland, Edith"
> "Body name is in the data base 6 different ways -- should be National Health Association"

7.1B5-1

SOME CORRECTIONS MAY TAKE A LITTLE LONGER

Some problems that are sent to us raise issues that need to be discussed by the various maintenance sites meeting together. The committee, called BAFMSS (Bibliographic/Authority File Maintenance Sites Subcommittee), meets about every other month. The need for discussion will cause delay or may even result in a decision not to make the change you have requested.

We won't get back to you except under unusual circumstances. Correction of the problem is our standard response to error reports.

HERE"S THE FORM. SEND US ALL THE ERRORS THAT SHOULD BE FIXED

ILLINET/ONLINE ERROR REPORT FORM

Your name: ____________________

Library: ____________________

Phone no. (optional) __________

Send to:

Sue Matson, Serials Dept.
Morris Library
Southern Illinois University
Carbondale, IL 62901-6632
618-453-1656

Number of record on which error occurs (ocm number): __________

Brief description of error:

Supply photocopy of the relevant portion of the book if the ILLINET ONLINE record lacks the information you want us to work on (that is, if you are asking us to add something rather than correct something).

(1-25-90)

7.1B5-2

PROCEDURES FOR SUBMITTING UPDATE REQUESTS TO FBR MAINTENANCE

The submittor must

1. supply a printout of the FBR record which clearly reflects the problem in FBR
2. indicate in writing on the printout what change is being requested (specific knowledge for FBR file structure or MARC format is not necessary, however reference to specific FBR record numbers can be helpful)
3. if the error is not obvious, supply documentation to support the request (i.e. copy of the title page, LC authority record)
4. provide signature, date submitted, and location submitted from on printout (requests that carry no signature are not processed)

The maintenance unit retains the right to

1. question a request if documentation is not provided (the unit staff does not question the authority of requests submitted by catalogers and others who have the authority to establish their own documentation in cases where prior documentation does not exist)
2. search for further documentation (i.e. OCLC authority printouts) and take action based on the most current information found, or request more documentation based on additional information found
3. prioritize requests (i.e. high priority is given to errors that directly affect the searching of the item by users, and a lower priority is given to sweeping changes which create a monumental maintenance task. Such tasks include examples like changing Underdeveloped Areas to Developing Countries in the subject file and Mozart, Johann Chrysostom Wolfgang Amadeus to Mozart, Wolfgang Amadeus in the name file)
4. refuse to process a request if set policy dictates otherwise

7.1B6-1

LCS MAINTENANCE
File Structure, Maintenance Jobs, and Printouts: An Introduction for Library Staff

This document was prepared by Kristine Hammerstrand, LCS Coordinator. Any questions regarding this material can be addressed to me at 312/996-7853.

The purpose of this handout is to provide answers to the 'why' questions library staff might have regarding LCS maintenance procedures and practices. I have found that library staff who understand the concepts covered in this handout are able to perform maintenance tasks more easily and with less frustration and confusion.

This handout does not cover the 'how-to' questions. For an introduction to Superwylbur maintenance refer to the 'Using Superwylbur: Some Common Questions' handout. For basic commands and formatting information, refer to the handout called, 'Using Superwylbur: Basic Training' or to the 'Using OCLC for LCS Data Entry' document.

LCS FILE STRUCTURE

The internal file structure of LCS determines most of the procedures that need to be followed in performing maintenance on LCS databases. The description that follows is only the tip of the iceberg. While LCS programmers and staff would need to have a knowledge of all LCS files, fortunately, maintenance staff can be well versed by having an understanding of 2 files: the master file and the serial file.

Library Databases

LCS consists of a collection of databases, one for each participating library. Each library database contains a record for each item owned by the library and having a unique call number. (Of course all libraries own many items that are not included in LCS, but that's not the concern of this document.)

To illustrate, Triton College has a record in its database for Roget's International Thesarus, 3rd edition. The item has a unique call number at Triton, i.e. it does not have the same call number as the 4th edition or any other book, and hence it has its own record in the Triton database. This aspect of LCS, the fact that each record must have a unique call number, is often referred to by the phrase, "LCS is call number driven". That simply means that each record in a database has to have a unique call number. If you try to add a record to a database which has the same call number as any existing record, it will not be accepted.

You should also understand that records representing the same item held by different libraries are completely separate records although they might have the exact same call number. To continue the above example, Western Illinois University also has a copy of Roget's International Thesaurus, 3rd edition and uses the exact same call number as Triton. These are, nonetheless, separate and distinct records stored in separate LCS databases. (To digress momentarily, this is where LCS and FBR differ. FBR contains one record per unique item, as distinguished by OCLC number, and will simply apply library ownership symbols to these records.)

For LCS maintenance purposes, you only need be concerned about your own library's database. Your OCLC terminals and Superwylbur accounts are only authorized to process changes to your own library's database.

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7.1C1-1

Master Files

Each database consists of a group of files. Each file is designed store specific elements of LCS records, or indexing data for retrieving those records. Probably the single most important file in each LCS library's database is the master file. The following data elements of each LCS record are stored in the master file: call number; main entry; title; edition; place of publication; LC card number; date of publication; and if the item is a monograph, the holdings. You are possibly wondering if all that is in the master file, what else is there to store somewhere else? The answer is serial holdings.

Serial Files

Each library also has a serial file which stores serial holdings data. A common misconception is that if a record is a monograph it is stored in the master file, but if it is a serial it is stored in the serial file. Wrong. Every LCS record has the elements listed above stored in the master file. Serial records have all of the above (including copy holdings) plus one more element, a 'flag', in the master file. Holdings for serials, however, are stored in separately from the rest of the record in the serial file.

This seems unecessarily awkward (and dull, but bear with me). Here's the 'logic' behind this arrangement. The master file is set up to store holdings information in a very rigid format. Monograph holdings can be represented as 3 character copy numbers or alternatively, as a 3 character volume number combined with a 3 character copy number. As we all know, publishers are fond of performing clever feats like issuing 2 volumes bound together, or labeling items by years rather than volume number, or calling an item something like '1987 Supplement'. The LCS master file structure will have nothing to do with such aberrations (possibly a sensible position to uphold) and thus the serial file came into existence.

The serial file is much more relaxed than the master file, and will accept virtually anything as a holding statement. In technical terms, we could say that the serial file accepts variable length fields for holdings while the master file will only accept fixed length fields as holdings.

It is important to understand the following fact: Holdings stored in the serial file MUST correspond to a record in the master file. In other words, even though it seems unlikely that anyone would do so, you can't enter serial holdings for a record that doesn't exist in the master file. Conversely, and this is often an issue, you CANNOT delete a master record and leave serial holdings in the serial file. Experienced LCS maintenance staff are familiar with this concept, but it will be discussed further in the section of this document dealing with LCS Maintenance Jobs.

Flags: The Link Between the Master and Serial File

You may be wondering about how all of this data, split up for storage purposes, comes together as one LCS record when you perform a search command. The key to the puzzle is the flag. Flags for LCS purposes are the codes SER, SER PER, and MSET. (These stand for serial, serial periodical, and monographic set.) When you perform a search on a reco flagged SER, SER PER, or MSET your search retrieves the information from the master file. The flag cues the system that more data for this record exists in the serial file. The serial holdings are then retrieved and combined with the master file information to form the display that you see on your terminal.

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7a

How File Structure Affects Maintenance Procedures

Whether or not you have found any of this file structure information interesting, you are probably wondering why it is important to the average LCS library maintenance staff person. Good question!

If you have ever performed any file maintenance using Superwylbur, you may have wondered why serial holdings information is keyed into a separate dataset called HOLDING, while the remaining bibliographic elements of a record are keyed into a dataset called UPDATES. The answer is that the data, as you now know, are stored separately in your database. The UPDATES file is applied to the master file, while the HOLDING file is applied to the serial file. This also explains the differences in data entry format for each file.

MAINTENANCE JOBS

During weekly file maintenance, separate programs, also called 'jobs', update the master and serial files. These programs are run in a fixed order, master file updating jobs always proceed serial file jobs. This fact makes a difference in how library staff performing Superwylbur maintenance must order their work.

How Maintenance Job Order Affects Superwylbur Input

The basic premise to keep in mind here is that a record must exist in the master file before its serial holdings can be added to the serial file. Since most maintenance consists of records being added to LCS (rather than deleted), jobs that update the master file are scheduled to run before jobs that update the serial file. This allows you to add a serial record (including holdings) in one maintenance run. However, this means that it takes two maintenance runs to delete a serial record and its holdings.

For example, if you were adding a new record to LCS via Superwylbur you would enter the bibliographic information in your UPDATES dataset to be loaded into your library's master file. The program that updates the master file is called 'MFM', for Master File Maintenance. If the record happens to be a serial, the staff member would include a flag in the UPDATES file, and input the serial holdings in the HOLDING dataset. The serial holdings would be added to the serial file by a program called 'SFM', Serial File Maintenance. Since the MFM job always runs before the SFM job, you can accomplish all of this in one maintenance run.

Now let's look at what would happen if you wanted to delete a serial record with holdings. Because of the premise that serial holdings cannot exist without a corresponding record in the master file, this process takes 2 maintenance runs (i.e. 2 weeks) to perform when done through Superwylbur. First, the staff member must delete the holdings. Assuming maintenance runs successfully, the staff member will be able to delete the master file record the following week. A cumbersome, but necessary procedure.

Hopefully, you will now be able to better understand some of the error messages you may have seen on maintenance printouts such as, "Delete Invalid-Serial Holdings on Master Record", or "No Master Record for Call Number".

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MAINTENANCE PRINTOUTS

Most of the jobs that run during weekly file maintenance produce so type of printouts that are sent to the libraries. These printouts cont statistics pertaining to the job such as number of records processed and number of records in error. Records in error are displayed in full along with a message relating to the type of error made. Different types of errors are detected during the course of the various maintenance jobs. Thus, it is important that library maintenance staff check all printouts each week, as records in error will generally need to be corrected and reentered.

MFE (Master File Edit) Printouts

Each library will receive printouts labeled LMFEXXnn (where XX is replaced by the library's 2 letter code, and nn is replaced by a number.) Your library will receive one of these printouts for each Superwylbur account, whether it has been used for input or not. The account (DCZ----) will be shown on the inside of the printout.

These printouts are produced by the Master File Edit (MFE) jobs. MFE is a job that edits Superwylbur UPDATES files for formatting errors. Formatting errors are errors in the way your input looks, i.e. spacing and punctuation. Records rejected by the MFE jobs will not be added to LCS. Errors shown on MFE printouts should be corrected and reentered in the UPDATES file.

SFE (Serial File Edit) Printouts

SFE printouts follow the same labeling format as the MFE printouts, e.g. the printout LSFEDP01 would be a serial file edit printout for account number 1 at DePaul.

The Serial File Edit jobs perform the same functions on HOLDING files as the MFE jobs perform on UPDATES files, i.e. they check for formatting errors. Correct the errors and reenter the transactions in HOLDING.

OCLC Printouts

Each library receives one weekly printout labeled LOCLCXX, where XX is replaced by the library's 2 letter code. It should be obvious from the label that this printout has something to do with OCLC input. This job is analagous to the MFE and SFE jobs in that it checks for formatting errors.

Errors shown on the OCLC printout will include formatting errors made in the 049 and 949 fields on OCLC records, invalid dates in the 260 field, and missing or invalid call number fields. The field in error will be shown on the printout as it was input, with a descriptive message indicating the nature of the error made.

Three levels of severity exist for errors shown on the OCLC printout. They are: Informatory, Warning, and Reject. Informatory errors are errors that have been automatically corrected by LCS and are simply listed for your information. The most common Informatory error is the use of a letter "L" instead of a number "1" in a date in the 260 field. These a automatically corrected for you. Warning errors usually refer to improper use of subfields in the 049 field. In the case of warning errors, the record is added to LCS, but the field/s in error are not added to the record. Therefore, warning records require further work in order to correct and add holdings (or other fields) to the LCS record.

7.121-4

LCS File Structure: A Graphic Representation

Most elements of LCS records are stored in a file called the 'Master File'. Records flagged MSET, SER, or SER PER, however, have their serial holdings stored separately from the rest of the record in the 'Serial File.'

```
Master File                                              Serial File

call number
title, edition, place of publication
publication date                                           SERIAL
LC card number
copy holdings
FLAG --------(title number)-------------->>>>>  HOLDINGS
```

When a search is performed on a record flagged MSET, SER, or SER PER, the flag serves as an indication to the system to retrieve the serial holdings for the record from the serial file. The title number assigned to the item is used as the reference point between files.

It is important that library staff performing file maintenance through Superwylbur understand this organizational pattern. Additions, changes, and deletions performed to the elements stored in the master file are entered in the UPDATES file, while additions, changes, or deletions to serial holdings are entered in the HOLDING file.

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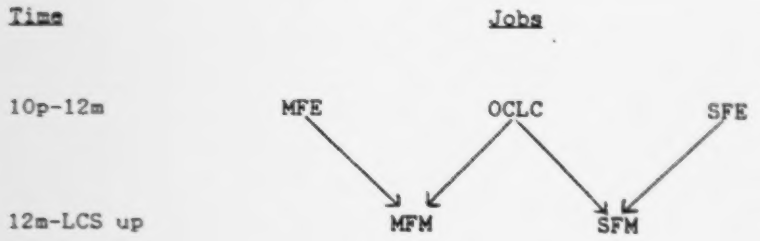
7.1C1-5

LCS MAINTENANCE JOBS

This is a graphic representation of the order in which LCS file maintenance jobs are run. The labels shown on this graph are also used on the corresponding maintenance job printouts libraries receive.



Jobs that run from approximately 10pm until midnight edit Superwylbur and OCLC input for formatting errors. Jobs run after midnight when LCS is down, perform checks against the master, serial, and circulation/save files for each library for inconsistancies. Each library will receive printouts produced from each of the jobs shown above.

7.1C1-6

UNIVERSITY OF ILLINOIS LIBRARY

Catalog Department

Filing Rules for Old Catalogue

I. GENERAL

1. Arrange all entries according to the order of the English alphabet, and exactly as spelled.

2. When the same word is used for several kinds of headings, use the order: Person, Place, Subject, Geographical division of the general subject, Form, Title.

3. Forenames used as headings precede surnames.

4. Sovereigns and rulers are arranged by country, then numerically; other forenames follow these.

5. When forenames of same surname are identical, arrange chronologically by date of birth; alphabetically by designation, if dates are wanting. In case neither dates nor designation are given, arrange alphabetically by title preceding those with designation given.

6. Arrange M' and Mc as if spelled Mac; St., Ste., as Saint, Sainte; other abbreviations as if spelled out.

7. Arrange titles by first word, disregarding initial article, but including all words in body of title.

8. Arrange elisions as printed, as d'histories.

9. Arrange hyphenated words as if separate, unless they are prefixes.

10. Arrange English personal and place names compounded as prefixes as single words; also those foreign names in which the prefix is not transposed.

II. AUTHOR ARRANGEMENT UNDER PERSONAL NAMES

1. Complete works in original language.
   (a) by editor, (b) by date of publication.

2. Complete works in translation.
   (a) by language into which translated, and alphabetically under that. (b) by translator or date.

7.2A1-1

3. Selections, fragments, etc., in original.

4. Selections, fragments, etc. in translation.

5. Individual works, alphabetically; each one by editor if given; if no editor, by date. File translations of an individual work immediately following the original title, alphabetically by language.

6. Criticism of individual works, criticism following work treated.

7. Form divisions to individual works.

8. Added entries (editor, translator, joint author, etc.). These are interfiled.

9. General criticism or biography of author followed by bibliography and other subject subdivisions of the author, alphabetically.

III. ARRANGEMENT UNDER THE NAMES OF PLACES, COUNTRIES, AND CORPORATE BODIES

1. Headings with two dashes, whether official names of departments, etc., or subject headings. Until 1972, official subdivisions on printed LC cards were indicated by italics.

2. Headings with comma or without punctuation, i.e. non-official titles of associations, companies, etc., or other titles.

3. Works about a government office follow its own publications, e.g., U.S.—Forest Service (main entry) precedes U.S.—Forest Service (subject)

4. "Nothing before something"; an undivided heading before one with divisions.

IIIa. ILLINOIS HEADINGS

Illinois—Dept. of Agriculture
Illinois—Governor
Illinois at the crossroads
Illinois. University at Urbana-Champaign
Illinois. University at Urbana-Champaign—College of Law
Illinois winter

The more common parts of the names of the subdivisions or organizations, such as Bureau of, Dept. of, and Office of are disregarded in the filing. Thus, the entry above: Illinois—Dept. of Agriculture is filed under Agriculture, not Dept.

IIIb. NEW YORK HEADINGS

1. New York (Archdiocese)
2. New York (City)
3. New York (Colony)
4. New York (County)
5. New York (State)
6. New York titles (City and State)

IIIc. WASHINGTON HEADINGS

1. Washington (D.C.)
2. Washington (State)

7.2 A1-2

IV. SUBJECTS .

1. Subjects precede titles and are typed in red or in black capitals.
2. Subdivisions of large subjects precede headings made up of original word with inversion, e.g., History—Philosophy precedes History, Ancient: Architecture—Tables and formulae precedes Architecture, Domestic.
3. Headings with comma (inverted) precede those without punctuation; History, Universal precedes History of—
4. Subjects with geographical subdivisoins file immediately after the single subject and precede the subject with form subdivisions.
5. Chronological subdivisions and author subdivisions [e.g.—Irish authors] follow all other subject subdivisons in this order.

V. ANALYTIC ENTRIES ARE ARRANGED WITH OTHER EDITIONS OR SAME TITLE preferably in chronological order.

VI. BIBLE

1. Editions of whole Bible by (a) language (English first), other languages alphabetically, (b) by date under each language.
2. Criticism and other works on whole Bible.
3. Old Testament editions as above.
4. Old Testament criticism, etc., as 2 above.
5. Old Testament books alphabetically, including Apocrypha.
6. Old Testament books alphabetically, criticisms, etc.
7. New Testament in four groups as above (3-6)
8. Each book is arranaged (1) by editor or translator, (2) by date.

VII. CLASSICAL AUTHOR FILES

Classical Greek and Roman author files are arranged in shelflist order because of the lack of uniformity in the titles under which these works are published. The University of Illinois Library has devised its own special scheme for the classification of this body of literature. However, the basic arrangement is alphabetical, and editions of a title are further arranged alphabetically by editor or translator.

VIII. U.S. and State laws and statutes are filed under important word underscored.

IX. File earliest edition first when titles are same for other editions.

F 47-4

Catalog Filing Rules
ARTICLE AT BEGINNINING OF TITLE TO BE DISREGARDED IN ALPHABETING

English	Danish Norweg. Swedish	Dutch	French	German	Hungarian	Italian	Portuguese	Span.
the	den	de	le	der*	az, a	il,lo	o	el,lo
a	det	het,'t	la	die	egy	i	a	la
an	de	een	l'	das		gli,gl'	os	los
	en	eene	les	ein		la	as	las
	et		un	eine		le	um	un
	ett		une			l'	uma	una
						uno,un		
						una,un'		

Catalan
els

*When it is the masculine article in a nominative case.

The Arabic article al- or el- is to be disregarded in alphabeting when it is lower cased.

Al and EL (capitalized), with or without a hyphen, are to be regarded, and the name is to be filed as one word.

In Hebrew disregard ha, he (He-harim)
(Ha-sefer)

In Yiddish disregard der, di, dos.

N.B. The filing rules for the University of Illinois Library are based on the same antecedents as the A.L.A. Rules for Filing Catalog Cards (1942). However, the U of I rules were established many years before the publication of this book, and consequently, the copy in use at Urbana is heavily annotated. The rules listed above are ordinarily sufficient for a Cataloguer who is consulting the Catalog or for a Clerk who is filing under the supervision of a Filing Reviser.

Since the filing of a large catalog is a task which requires the thorough knowledge and the uniform application of a complex set of rules, only the catalogue maintenance staff are authorized to change the filing in the General Catalog. Error in Filing Cards which can be inserted at the point of suspected error are provided for the use of the Library staff in general.

September 17, 1948
Rev. 8/15/73

7.2A1-4

PRINCIPLES OF FILING IN THE CARD CATALOG

Prolific Authors

In addition to providing a record of the library's holdings, the card catalog also indicates relationships between various works. For example, under an author's name, one finds collected works, individual works, translations, criticism, adaptations, biographies and bibliographies. This means that the cards under just one major author's name may fill a whole drawer or more, so locating the record for one particular item may seem difficult. However the cards *are* filed according to specific rules and are subdivided as follows:

- I. Complete Works
  - A. In the original language
    - 1. Alphabetically by editor's name
      - 2. Chronologically by date of publication
        - 3. If no editor, by date of publication
  - B. In translation
    - 1. Alphabetically by language of translation (i.e., English, French, etc.)
      - 2. Alphabetically by translated title
        - 3. Alphabetically by translator
          - 4. If no translator given, by date of publication
- II. Selected works and fragments
  - A. In the original language
    - 1. Alphabetically by compiler
      - 2. If no compiler, chronologically by date of publication
  - B. In translation
    - 1. Alphabetically by language of translation (i.e., English, French, etc.)
      - 2. Alphabetically by translator
        - 3. If no translator given, chronologically by date of publication
- III. Individual works
  - A. Alphabetically by title in the original language
    - 1. Alphabetically by editor
      - a. If no editor, chronologically by date of publication
    - 2. Alphabetically by language of translation (i.e., English, French, etc.)
      - a. Alphabetically by translator
    - 3. Criticism
      - a. Alphabetically by author of critique
    - 4. Adaptations (e.g., a play based on Jane Austen's novel *Emma*)
      - a. Alphabetically by author of adaptation
- IV. The author as subject
  - A. General criticism or biography
    - 1. Alphabetically by author of analysis
  - B. Other subject subdivisions (e.g., --Bibliography)
    - 1. Alphabetically by author of subject work

In current practice, works are cataloged by the name *used* by the author for that particular work, but in the card catalog, all works are entered under the author's full real name. Cross-reference cards will guide you if you know only a pseudonym (or don't realize that a name is a pseudonym!); for names transliterated from non-roman alphabets, you may need to try some variant spellings: e.g., Tolstoi and Tolstoy.

PRINCIPLES OF FILING IN THE CARD CATALOG

Government Bodies

Local, state and federal governments issue many publications, and many organizations bear the name of a state, city or country. Searching in the card catalog for items by these corporate bodies may be confusing. Official government bodies have standard headings (identifiable by --) and are interfiled with other subject headings. Works issued by the body precede those about it. Publications issued by an unofficial corporate body (such as a state bar association or a state university) are filed as titles. The sequence is Author-Subject-Title, but only personal names are found as authors.

A. AUTHOR

Montana, Patrick J.	(Personal name)

B. SUBJECT AND GOVERNMENT AUTHORS

Montana	(The state as subject)
Montana--Adjutant-General's Office. Annual Report	(Official Government Body's Publication)
Montana--Animal Health Division	(Official Government Body)
Montana--Antiquities	(Subdivided subject)

C. TITLE AND OTHER CORPORATE AUTHORS

Montana adventure by Frank Bird Linderman	(Title)
Montana Agricultural Experiment Station. Bozeman. Bulletin	(Unofficial Corporate Body's Publication)
Montana education association Montana education	(Monthly Organ of Unofficial Corporate Body)
Montana. University. Publications in the social sciences	(Publications of the University of Montana)

SUBJECT SEARCHING IN THE CARD CATALOG

The first step in subject searching is to translate your topic into the terminology of the catalog. This is usually a straightforward process, but language and perspective change over time, and the heading used by a library may sometimes be surprising. The University Library used the ninth edition of the Library of Congress Subject Headings for cataloging books by subject in the card catalog; a copy of the Subject Headings is located in the main catalog area. Begin searching under the narrowest term that still encompasses your topic; cross-references will help lead you to the correct heading. The Library uses various approaches in subdividing larger topics and this may be confusing. Geographical regions may be subjects subdivided into smaller topics or a subject may be subdivided by geographical region. When a term used in the Subject Headings is followed by (Indirect) it means that that subject may have geographical subdivisions. For example, if you were interested in obtaining information on rodeo traditions in Montana, you would first look in the Subject Headings under "rodeo." The entry reads:

Rodeos (Indirect) sa Rodeo clowns Trick riding Western riding Women in rodeos	The "Indirect" indicates that this heading may have subdivisions by geographic region, e.g. Rodeos--Montana. Note also the specificity of the "see also" (sa) suggestions.
xx Cowboys Horse-shows Horse sports Horsemanship Sports Western riding	The "xx" entries are slightly broader headings at the next level of specificity. All of these headings are also "Indirect" and may have --Montana as a subdivision.

It may be, however, that even these headings are too specific for the library's collection. In this case, you may try searching directly under a subdivision of Montana. Some possibilities are listed under "Montana" in the Subject Headings.

In any event, make a note of the exact heading given: its form and punctuation pinpoint its location in the card catalog. The following shows the order in which various subject headings beginning with "Music" appear:

A.	AUTHOR	Music, Antonio Zoran, 1909-
B.	SUBJECTS	
	1. Subject--Geographic	Music--Afghanistan
	2. Subject--Subdivision	Music--Acoustics and physics
	3. Subject, Subdivision	Music, Chinese (Note that a topic may be subdivided by country in two ways)
	4. More than one word	Music and literature
	or	Music-halls (hyphenated words - two words)
C.	TITLES	The Music Yearbook

WHEN AND HOW TO USE THE CARD CATALOG

The card catalog and the online catalog's Full Bibliographic Record (FBR) are complementary and both require the use of LCS for locations and charging. The card catalog is an alphabetical file of authors, subjects and titles for material acquired by the University Library before 1978. It provides the only subject access to the Library collection for items acquired prior to this date, as FBR provides the only subject access for items acquired since. The locations given in the card catalog, however, are no longer current: Once a call number is obtained, use LCS on the online catalog to find the correct location (DSC/...).

In addition to providing complete bibliographic information, the card catalog is designed to guide you to the desired item. It is particularly useful if you have incomplete or questionable information. For example, the card catalog has cross-references linking pseudonyms and real names, titular names (such as Earl or Duke) to given names, current and previous names of journal titles, separate titles to a series title, and second or other authors to the main author. The card catalog is useful, as well, for locating translations and works by editors or important illustrators. Browsing through a few cards may reveal that the title sought is actually a sub-title or a separate volume of a larger work. The Library's collection is extremely rich and diverse: If you don't find something through the online catalog and the item may have been acquired prior to 1978 - try the card catalog!

q978 **Brown, Mark Herbert, 1900-**
B814f **The frontier years; L. A. Huffman, photographer of the plains, by Mark H. Brown and W. R. Felton. New York, Holt ,1955,**

272 p. illus., ports., maps (on lining papers) 29 cm.

Bibliography: p. 259-261.

✓1. Frontier and pioneer life—The West. ✓2. Indians of North America—The West. ✓3. The West—Hist.—Pictorial works. ✓4. Huffman, Laton Alton, 1854-1931. ✓I. Felton, William Reid, 1874- joint author. ✓II. Title.

✓s = the six other cards for this work: subjects, title, and illustrator. LCS has entries only for title and first author.

General Information for Using the Card Catalog

First-word articles (in any language) are ignored in filing the cards. Certain other common words are also ignored for filing purposes (a list of these is posted at the end of each group of card catalog cases). Words are alphabetized exactly as spelled without regard to diacritical marks. Thus, ü = u, but æ = ae and so, for example, there will be entries under both Encyclopaedia and Encyclopedia. Initialisms and acronyms (e.g., AFL-CIO) are filed at the beginning of each letter of the alphabet. Identical words are filed in Author-Subject-Title order:

Music, Antonio Zoran, 1909-	(Author)
Music	(Subject)
Music at midnight by Muriel Draper	(Title)

GRADUATE ASSISTANT
INFORMATIONAL & PROCEDURES MANUAL

Containing notes
on various and sundry concepts,
tools and procedures,
as they apply to the operations of the

OCLC CATALOGING SECTION
AUTOMATED SERVICES UNIT
TECHNICAL SERVICES DIVISION
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN LIBRARY

in order to provide to our users
the most efficient service

Prepared by

Stephen J. Smith

Visiting Assistant OCLC Cataloging Librarian &
Visiting Assistant Professor of Library Administration

March 1995

BASIC GUIDELINES FOR UIUC LITERATURE CLASSIFICATION

1. Use Dewey for works classing in 800-809.

2. English literature - Use modified Dewey.

   A. Use Dewey numbers, but do not subdivide beyond genre division. Assign Cutter numbers as usual. For single literary works or works about a single author, add to the Cutter number, as appropriate:
   a workmark for title
   a Y for criticism/biography
   a V for bibliography
   a Z for concordance/dictionary
   Y, V, and Z are followed by a workmark from the author of the piece in hand.

   B. Form subdivisions are used for anthologies ~~or~~ and works about several authors. Cutter as usual.

   C. Exceptions: Shakespeare - Class in 822.33 and use the table in Dewey.
   Milton - Use UIUC scheme.

3. Classics (Latin and Greek) - Use UIUC scheme.

   One person is assigned to do Classics cataloging; give items to that person.

4. German literature, Romance literatures, Slavic literatures, and Indo-Aryan literatures (891.1-891.4) - Use UIUC scheme.

   A. T-1 Form subdivisions for anthologies ~~or~~ and works about several authors not individuals are added to the base number for an individual literature; they are not used with the period numbers. Genre numbers, if appropriate, are added to the form subdivisions. Follow standard Cuttering practices.

   B. Call numbers for German and Romance are written on 2 lines (period no. plus author no. on first line, letter for subclass and Cutter or workmark on second line).

   C. Call numbers for Slavic and Indo-Aryan ~~is~~ are written on 3 lines (period no. on first line, author Cutter on second line, letter for subclass and Cutter or workmark on third line).

   ☆ D. All Cutter numbers are assigned as usual except those for the letter S; for S, use only the S plus the number from the Cutter-Sanborn tables.
   not used in any other Literature classes

5. Latin American literature in Spanish or Portuguese - Use UIUC scheme.
   unless a criticism in any other language ex 869.9093 D b

   A. Class in 869 plus subdivision for country. Assign Cutter numbers as usual, using the Y, V, and Z as in English.

   B. Form subdivisions are used for anthologies and works about several authors. Genre numbers, if appropriate, are added to the form subdivisions. Cutter as usual.

6. Non-Aryan Indian literatures and literatures other than those listed above - Class in the Dewey 19 base number for the particular literature (do not add subdivisions from Table 3).

   A. Exceptions: 16th ed. Dewey class nos. have been retained for Anglo-Saxon literature and for Scandinavian literatures.

   B. Assign Cutter numbers as usual, using Y, V, and Z as in English.

   C. The usual practice is to use form subdivisions for anthologies and works about several authors, adding genre numbers if appropriate. That is, class number pattern is: literature no., form subdivision, genre no.

   In a few cases, genre numbers are used for individual authors. Form subdivisions for anthologies and works about several authors are added to the genre number in these cases. That is, class number pattern is: literature no., genre no., form subdivision.

   Check LCS to see which pattern has been used for a specific literature. Cuttering follows standard practice in both cases.

Non-Conforming Numbers in LCS

In all cases, if a class number and/or Cutter number previously established for a non-contemporary author does not follow prescribed practice, continue to use the number already established. If a contemporary author has been assigned a number that appears to be wrong, refer it to your supervisor for a decision on reclassification.

Form Subdivisions

03 - dictionaries
05 - periodicals/serials
06 - societies, etc.
07 - study and teaching
08 - collections
09 - history and criticism

Genre Numbers

1 - poetry
2 - drama
3 - fiction
4 - essays
5 - speeches
6 - letters
7 - humor
8 - miscellaneous

8.1A1-2

UIUC Library Literature Schedules

AMERICAN LITERATURE IN ENGLISH
(United States & Canadian Authors)

ENGLISH LITERATURE
(outside the U. S. & Canada)

GERMAN LITERATURE
(German proper)

OTHER GERMANIC LITERATURES
(Netherlands, Low German, Scandinavian, etc.)

FRENCH LITERATURE

ITALIAN LITERATURE

SPANISH LITERATURE

SOUTH/CENTRAL AMERICAN LITERATURE

GREEK AND LATIN LITERATURE

ANCIENT INDIC LITERATURE
(Indo-Iranian, Sanskrit, etc.)

MODERN INDIC LITERATURE

IRANIAN/PERSIAN LITERATURE

CELTIC/GAELIC LITERATURE

SLAVIC AND BALTIC LITERATURE

AFRO-ASIATIC LITERATURE
(Hamito-Semitic)

Revised 4/95

Literature Classification at the UIUC Library

The classification of Literature (Belles-lettres) at the UIUC Library utilizes abbreviated or modified Dewey classification numbers, with a few exceptions. The Library adheres to DDC for the classification of Shakespeare, as well as for very general works falling within the 800-809 range. The rationale for maintaining abbreviated or modified numbers for individual literatures (rather than changing with the ever expanding Dewey schedules) is primarily due to the need to maintain collocation of materials on the shelves, particularly with regard to literary authors, philosophers, artists, composers, and the like. **The UIUC Library attempts to bring together all the works by or about an individual author, as well as works by or about more than one author who are writing either in one particular language or within one designated national or regional literature.**

The UIUC Library constructs call numbers for individual literatures in two distinct ways:

a) The **first group** of literatures uses an abbreviated or modified Dewey classification number, followed by a standard book number to complete the call number. These literatures include American; English; Germanic (other than German proper); South/Central American; Iranian/Persian; Celtic/Gaelic; and Afro-Asiatic.

b) The **second group** of literatures (which includes many major Western European literatures) also uses an abbreviated or modified Dewey classification and an author cutter number, but this is followed by a locally devised UIUC Book Number scheme for Individual Authors (often referred to as the **UIUC Literature Schemes**). The UIUC Book Number schemes were devised in the early twentieth century (pre 1937) in order to hold together all the works by or about an individual author for the major Western European literatures: the **decision** was made to use a **Dewey type of number**, but to use a **Library of Congress type of citation order.** The citation order which Dewey provides is form (i.e., genre) first, followed by collections, which scatters the works of an individual author writing in more than one genre. The citation order which the Library of Congress employs is this: the works by an author are gathered first, followed by form (i.e., genre), so that an author who writes in both poetry and prose is not dispersed. **The UIUC Book Number schemes are based on a Library of Congress type of citation order.** These literatures include German (proper); Romance literatures; Ancient Indic; Modern Indic; and Slavic.

These two primary methods of constructing complete call numbers make classifying literary works at the UIUC Library somewhat complex. Refer to the appropriate individual literature schedule when constructing a call number in order to determine which method should be applied, as well as to determine the appropriate arrangement of the alpha-numeric call number into a two or three line construction.

There are **special** Classification Schedules and Author Tables for the English poet **John Milton**, as well as for **Greek and Latin** authors. Consult the senior cataloger when attempting to classify Greek and Latin literature.

In practice, call numbers have been constructed in various ways over time, thus **it is essential to verify both class numbers and accompanying book numbers in the online catalog for purposes of unique identification of an author and collocation of works.** Always check the online catalog **first** in order to determine whether an individual author has been established, as well as to maintain **consistency** of classification numbers between individual authors within each literature.

Generally, classify an individual author's work first by the language used for the work, and only secondarily by an author's country of residence. However, American literature in English, and American literatures in Spanish or Portuguese are classed beginning with both language and country of residence.

NOTES on Literature Classification:

Genre refers to the distinctive class or category of literary composition of a work (note that the phrase "literary **form** divisions" was previously used by Dewey). For classification purposes at the UIUC Library, a particular genre is identified by a single numeric digit, as illustrated below (note that some literatures are not distinguished as to the individual genres):

Poetry	1
Drama	2
Fiction	3
Essays	4
Speeches	5
Letters	6
Satire and humor	7
Miscellaneous writings	8

When constructing call numbers for the second group of literatures, the **UIUC Literature schemes are only used for individual authors** (i.e., not for more than one author). The UIUC Literature schemes contain variations from literature to literature: it is essential to verify the appropriate scheme.

For **Works about an individual author** (i.e., for Bibliographies; Biographies or Criticism and interpretation; and Concordances of an individual author), it is appropriate to use "V" "Y" or "Z" respectively (These may **only** be used for **single works** of an author classing in the UIUC Literature schemes [Group two]):

Literatures:		Group one	Group two
bibliography	(V) =	813 C59Vk	**863C33** **OdVs**
biography	(Y) =	813 C59Ym	--
OR			
criticism	(Y) =	813 C59ahYs	**863C33** **OdYp**
concordance	(Z) =	813 C59ahZd	**863C33** **OdZm**

Criticism of primarily **one-book authors** (i.e., Dante, Manzoni, Proust, etc.) classing in the UIUC Literature schemes, is being increasingly classified using D, rather than O_Y_.

Generally, a **criticism** of a literary work (a criticism of a work which includes the text of the original work) is classed as an edition of that original work.

Consult the index to the Manual for further memoranda concerning the cataloging of biographies or criticisms.

For **Works by or about more than one author** (no matter which of the two methods of call number construction are used), add, as appropriate, the form divisions **-01-09** from Dewey 19 (the precursors to the current Standard Subdivisions), but do not extend beyond the first digit (What has been used in the past are the form divisions prior to their expansion in the 17th or 18th edition of Dewey):

Philosophy and theory	**-01**
Dictionaries, etc.	**-03**
Serial publications	**-05**
Organizations and management	**-06**
Study and teaching	**-07**
Collections	**-08**
Criticism, history, and interpretation	**-09**

For **Works about literary critics who do not produce literature** (this applies to all critics of any literatures):

For an individual critic	**-0092**
For Collections about more than one critic	**-00922**

For example:

A **biography** of an individual literary critic of German literature	**830.092**
A collective **biography** of more than one literary critic of German literature	**830.0922**
A **biography** of an individual literary critic of French literature	**840.092**
A collective **biography** of more than one literary critic of French literature	**840.0922**
A **biography** of an individual literary critic of Mexican literature	**869.10092**
A collective **biography** of more than one literary critic of Mexican literature	**869.100922**

If a work deals with literature classifying in **both 81x and 82x, classify in 82x** (A collection of British and American poetry: **821.08**).

Generally, **work mark from the main entry.** Past practice indicates that the main entry has most often been used.

AMERICAN LITERATURE IN ENGLISH
(United States & Canadian Authors)

For Works **by** or **about** an individual author, use the genre numbers indicated in Dewey, but do not extend beyond them:

Poetry	811
Drama	812
Fiction	813
Essays	814
Speeches	815
Letters	816
Satire and humor	817
Miscellaneous writings	818

819 is not used in the UIUC Library.

The UIUC Library attempts to bring together all the works by and about an individual author who is writing primarily in one particular genre. Thus, the occasional correspondence of the dramatist Eugene O'Neill would be cataloged as biographical material of the dramatist (collocated under 812 using "Y" [see "Works about an individual author"]), rather than being classed under Letters (816). The cataloger should use Letters (816) only for individual authors whose writings are **primarily** correspondence. Similarly, use Miscellaneous writings (818) only for individual authors whose writings are diffuse or "scattered" (i.e., for individual works in which no particular genre is predominant; as well as for collected works of an individual author not noted for one specific form). For an American author writing **substantially** in two or more genres, class each work in its respective genre (i.e., if an author first publishes an individual work of poems [811], followed by an individual work of fiction [813]).

For **Works by an individual author:**

a) An **individual work** =
The Great Gatsby by F. Scott Fitzgerald 813
(Cutter for author; work mark for title) F57g

b) A **selection** of works =
The Selected Short Stories by Fitzgerald 813
(Work mark for the unique title) F57s

NOTE: Selected works differ from collected, complete works. For Selected works, work mark for the unique individual title, rather than from the generic uniform title.

c) **Collected, complete** works =
The Collected Works of F. Scott Fitzgerald 813
(Complete works use dates, not work marks. F57
The date is entered as the 3rd line of 1943
the call number. Use the year in which
the work, or 1st vol. thereof, was published.).

For **Works about an individual author** (i.e., for Bibliographies; Biographies or Criticism and interpretation; and Concordances of an individual author, use "V" "Y" or "Z" respectively:

a) A **bibliography** of an individual author =
The Longfellow Collector's Handbook, a Bibliography
of First Editions by William Evarts Benjamin 811
(Cutter for author; add "V"; work mark for L86Vb
the author, editor, or title of bibliography).

b) A **biography** of an individual author =
Mark Twain by Piero Mirrizi 813
(Cutter for author [the biographee]; C59Ym
add "Y"; work mark for the biographer)

NOTE: Prior to 1980 biographies were classed in "B.". Currently, both **Biographies and Criticisms** of individual literary persons not classing in the UIUC Literature schemes are classed in the author's appropriate literature number. In both cases, cutter for the author who is the subject of the work; add "Y"; work mark from the main entry. Past practice indicates that the main entry has most often been used.

c) A **general criticism** of an author's works (i.e., a criticism of a selection of works, or a criticism of the collected, complete works) =
Lowell & His Poetry by William Henry Hudson 811
(Cutter for author; add "Y"; work mark for L95Yh
the critic)

A **criticism** of an individual work =
James Russell Lowell's The Biglow Papers by 811
Thomas Wortham L95bYw
(Cutter for author; work mark for title of
work being critiqued; add "Y"; work mark
for the critic)

d) A **concordance** of an individual author =
Dictionary of Names and Titles in Poe's Collected
Works [compiled] by B. R. Pollin 813
(Cutter for author; add "Z"; work mark for P75Zp
the compiler, or editor, or title)

Further examples of Works **about** an individual author:

Huckleberry Finn; a Descriptive Bibliography 813
[by] Lucille Adams C59ahVa

Twentieth Century Interpretations of 813
The Scarlet Letter by J.C. Gerber H31sYg

A Concordance to F. Scott Fitzgerald's The 813
Great Gatsby compiled by A. T. Crosland F57gZc

For **Works by or about more than one author**, use the form divisions **-01-09** from Dewey 19 (the precursors to the current Standard Subdivisions), but do not extend beyond the first digit (What has been used in the past are the form divisions prior to their expansion in the 17th or 18th edition of Dewey):

Philosophy and theory	810.1
Dictionaries, etc.	810.3
Serial publications	810.5
Organizations and management	810.6
Study and teaching	810.7
Collections **in more than one form**	810.8
Criticism, history, and interpretation **of more than one form**	810.9

For **Works by or about more than one author in Specific forms:**

Collections of Poetry	811.08
Criticism and Interpretation of Poetry	811.09
Collections of Drama	812.08
Criticism and Interpretation of Drama	812.09
Collections of Fiction	813.08
Criticism and Interpretation of Fiction	813.09
Collections of Essays	814.08
Criticism and Interpretation of Essays	814.09
Collections of Speeches	815.08
Criticism and Interpretation of Speeches	815.09
Collections of Letters	816.08
Criticism and Interpretation of Letters	816.09
Collections of Satire and humor	817.08
Criticism and Interpretation of Satire and humor	817.09
Collections of Miscellaneous writings	818.08
Criticism and Interpretation of Miscellaneous writings	818.09

For example:

The Roots of African American Drama edited by James V. Hatch	812.08 R679
The Development of American Social Comedy from 1787 to 1936 by John Geoffrey Hartman	812.09 H25d

ENGLISH LITERATURE
(outside U.S. & Canada)

Treat 820-828 exactly as shown on the preceding pages for 810-818 (American Literature in English).

For example:

James Joyce: a Study in Technique by Siser Chatterjee	823 J85Ych
James Joyce: Ulysses by Michael Mason	823 J85uYm
James Joyce, His First Forty Years by Herbert S. Gorman	823 J85Yg
Best secret service stories edited by John Walden	823.08 B722
India in English fiction by Irene Bostrom	823.09 B657i

Exceptions to the above are listed below:

1) Use the special UIUC Literature scheme for **Milton** found on the following 5 leaves for works both by and about the poet.

2) For works by or about **Shakespeare** use the table in the Dewey schedules under 822.33, but note the following addition to that table between B (Biography) and D (Critical appraisal):
C (Biographic collateral and source material).
This C division has received considerable use in the past and merits retention. Also, under Y (Poems), delete "Use of these numbers is optional."

3) The table for 829 **Anglo-Saxon (Old English)** literature has been shortened compared to Dewey 16. Since we used all of the subdivisions in the earlier table, we will continue to use it; a reproduction of the table follows:

829	**Old English (Anglo-Saxon) literature**
.1	Poetry
.2	Caedmon
.3	Beowulf
.4	Cynewulf
.5	Homilies and other religious literature
.6	Aelfric
.7	Alfred the Great
.8	Miscellaneous writings
.9	Historical and biographical writings

UNIVERSITY OF ILLINOIS LIBRARY

Catalog Department September, 1931

MILTON CLASSIFICATION AND AUTHOR TABLE

821M64 Classification number for all books by and about Milton.

Author table

A	Bibliography. Use for bibliography of individual works also.
B	Biography, Criticism, Authorship controversies, Milton's learning and influence.
C	Iconography, Personal and biographical, including Milton, family, friends, and home.
D	Works referring to Milton; e.g., a contemporary diary mentioning Milton. In general, classify with the subject.* (Fiction may be classified here)
E	Books owned by Milton. Photographs of books owned by him or annotated in his own hand may be classed here or with the subject.*
F	Books by and about Milton's relatives. Cutter from person concerned. Take work mark from author.
G	Concordances, dictionaries, etc. (Preferred for those relating to individual works as well as for general concordances, etc.)
H	
I	Complete works.
J	
K-S	Collected and individual poetical and prose works.
T	Works ascribed to Milton.
U	Works edited or annotated by Milton.* (Here belongs Raleigh's Secrets of state.)
V	Illustrations of Milton's works. Cutter from artist. If entry is Milton, classify as text.
W	All imitations of Milton, including those of individual works.*

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* If classified with the subject, a "shelved with" label may be used.

BEST COPY AVAILABLE

K-S	Collected and individual poetical and prose works.
K	Poetical works
L	Minor poems
L1	English poems, exclusive of the Sonnets.
L12	L'Allegro. L'Allegro with Il Penseroso.
L13	Il penseroso.
L14	Arcades.
L15	Comus.
L16	Lycidas.
L17	On the morning of Christ's nativity.
L3	Sonnets.
L35	Italian poems.
L5	Translations.
L7	Latin poems.
L71	De auctore testimonia.
L73	Elegiarum liber.
L75	Sylvarum liber.
L755	Epitaphium Damonis.
M	Major poems.
M1	Paradise lost. Paradise lost with Paradise regained. Paradise lost with Paradise regained and Samson Agonistes.
M2	Works about Paradise lost.
M3	Paradise regained. Paradise regained with Samson Agonistes (usually with inclusion of the Minor poems)
M4	Works about Paradise regained.
M5	Samson Agonistes.
M6	Works about Samson Agonistes.
N	Collected prose works.
N1	Academic exercises.
N2	Familiar letters.
N3	Anti-episcopal tracts.
N32	Marshall, Stephen, and others: An answer to a book entituled 'An humble remonstrance' ... by Smectymnuus. (Draft of Postscript to this was probably written by Milton) If classified with subject, a "shelved with" label may be used.
N33	Of reformation touching church discipline.
N34	Of prelatical episcopacy.
N35	Animadversions upon the remonstrant's defence.
N36	The reason of church government.
N37	An apology against a pamphlet.
N4	Divorce tracts.
N41	The doctrine and discipline of divorce.
N42	The judgement of Martin Bucer. If classified with subject, a "shelved with" label may be used.
N43	Tetrachordon.
N44	Colasterion.

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N5 Educational works.
N53 Of education.
N55 Accedence commec't grammar.
N57 Artis logicae plenior institutio.

N6 Areopagitica.

N9 The tenure of kings.

O Work done as a government official.
O15 Observations.
O27 Letters, translated into Latin or written by Milton, in his capacity as a government official. If classified with subject, a "shelved with" label may be used.

P Regicide controversies.
P1 The Eikon basilike controversy.
P16 Eikonoklastes.
P2 The Salmasius controversy.
P23 Pro populo anglicano defensio.
P27 Phillips, John. Responsio ad apologiam anonymi. (Milton helped Phillips in the writing of this) If classified with subject, a "shelved with" label may be used.
P3 The Morus controversy.
P33 Pro populo anglicano defensio secunda.
P37 Pro se defensio contra Alexandrum Morum.

Q Historical works.
Q1 The history of Britain.
Q11 Character of the Long parliament.
Q3 A brief history of Moscovia.

R Pamphlets, 1653-74.
R1 A letter to a gentleman in the country.
R2 A treatise of civil power in ecclesiatical causes.
R3 Considerations touching the likeliest means to remove hirelings.
R4 A letter to a friend, concerning the ruptures of the Commonwealth.
R5 The readie & easie way.
R6 The present means.
R7 Brief notes upon a late sermon.
R8 Of true religion.
R9 A declaration, or Letters patents of the election of ... King of Poland.

S1 De doctrina christiana.
S2 Works about De doctrina christiana.
S5 Commonplace book.

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Arrangement of works

Under A-B, D-E, G, U and W, arrange alphabetically by author, using Cutter numbers; when necessary, add work-mark.

Under I, K-S:

1. Arrange texts chronologically by adding date to book number. If the book number consists of a letter with a numeral or of a letter sometimes followed by a numeral, the date forms the 3d line of the call number; in the case of I and K, which are never followed by a numeral, the date completes the 2d line of call number.

821M64 Milton, John.
L Poems upon several occasions ...
1785 London, 1785.

821M64 Milton, John.
L15 Comus ... London, 1799.
1799

821M64 Milton, John.
I1851 The works ... London, 1851.

821M64 Milton, John.
K1695 The poetical works ... London, 1695.

When the date in the book is in the Old style at the season when that differs from the New style, give the New style, give the New style date in the call no., and, in the imprint, give the date as it appears in the book, followed by the New style date in brackets.

821M64 Hall, Joseph, bp. of Norwich.
N311 Humble remonstrance ...
1641 London, 1640 :i.e. 1641, New style.

2. Arrange translations of texts alphabetically by language, then by date.

821M64 Milton, John.
M1I Il Paradiso perduto, tradotto in verso
1796 italiano da F. Mariottini. Londra, 1796.

3. Arrange criticism of individual works alphabetically by author. Use Y, after the book number, followed by the author's initial. In the case of the Major poems, an even number is assigned for works about the text, hence Y is omitted and the author's initial, in lower case, follows the assigned even number.

821M64
M2b

821M64
L16Yg

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821M64 Baldwin, Edward Chauncey.
L13Yb A note on Il Penseroso.
Baltimore, 1918.

821M64 Baldwin, Edward Chauncey.
M2b A note on Paradise lost, IX.
Baltimore, 1917.

4. Selections are treated as editions of the work from which they are taken. Adaptations, etc., if they reproduce Milton's text verbatim, even in abridged form, are classified with editions of that text, otherwise with imitations.

821M64 Milton, John.
N Selections from the prose works ...
1870 Ed. by James J. G. Graham. London, 1870.

821M64 Milton, John.
L15 Comus: a masque. As performed at the
1777 Theatre-Royal in Convent-Garden. The
alterations by George Colman, esq. ...
London, 1777.

x821M64 Hopkins, John.
WH77 Milton's Paradise lost imitated in rhyme ...
1699 By Mr. John Hopkins ... London, 1699.

Note. In the detailed expansion of this scheme, contemporary criticisms of Milton's controversial works are provided for so that they stand in their proper chronological places. In such cases Y is used only for criticisms first published after Milton's death. The expansion provides also for books that occasioned replies by Milton, so that they may be shelved with the Milton collection, if desirable. Examples:

N31	Hall's Episcopacy by divine right.
N311	" Humble remonstrance.
N33	Milton's Of reformation touching church discipline.
N34	" Of prelatical episcopacy.
N341	Hall's A defence of the humble remonstrance.
N35	Milton's Animadversions upon the remonstrant's defence.
N3611	Hall's A modest confutation of ... Animadversions.
N37	Milton's An apology against ... A modest confutation.

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GERMAN LITERATURE

For **Works by or about more than one author:**

Collections **in more than one form**	830.8
Criticism, history, and interpretation **of more than one form**	830.9

For Works by or about more than one author in Specific forms:

Collections of Poetry	830.81
Criticism and Interpretation of Poetry	830.91
Collections of Drama	830.82
Criticism and Interpretation of Drama	830.92
Collections of Fiction	830.83
Criticism and Interpretation of Fiction	830.93

Etc...

For example:

Die Deutsche Literatur im 19 [by] Ernst Alker	830.9 Aℓ4d
Lyrik des Barock compiler, Marian Szyrocki	830.81 Sz9ℓ

For **Works by or about an individual author,** the citation order is to first class together **all** the works by or about an author, then secondly to subdivide by the Book Number Scheme. The first component of the call number is accomplished using an abbreviated or modified Dewey class number and an author cutter number. This is followed by the locally devised UIUC book number:

Individual Authors

Early to 1517	831
Reformation, etc. 1517-1750	832
Classic period, 1750-1830	833
Post classic & modern, 1830-1940/50	834
Contemporary authors not already established in the UIUC catalog, 1940/50-	835
German dialect literature	836
Collections of dialect literature	836.08
German-American	837
Collections of German-American poetry	837.081

Book Number Scheme for Individual Authors

A	Bibliography
B	Biography
C	Correspondence
D	Critical works (Higher criticism)
E	Concordance
F	Lexicons
G	Grammatical works
H	Text critical works (Minor and textual)
I	Collected works or complete works
J	Translations of collected or complete works
K	Selections & fragments in the original (include prose of a noted poet & vice versa)
L	Selections & fragments in translation
O	Individual works, arranged alphabetically

Under I-L arrange by editor, or translator, or, failing these, by date.
Under I-L, add a work mark to the call number for a second title, with the same editor.
Under O keep editions of the same work separate by date.

For example:

Goethe-Bibliographie by Pyritz	833G55 AP98
Goethe (a biography) by Wolff	833G55 BW83
Correspondence (between Goethe and Carlyle) ed. by Norton	833G55 CN82
Goethe und seine Kritiker by Fambach	833G55 DF21
Der Gebrauch des Partizips bei Goethe by Matthes	833G55 EM43
Goethe-Handbuch ed. by Zastrow	833G55 FZa1
Notes on Goethe's Poems by Boyd	833G55 HB69
Gedenkausgabe der Werke by Goethe (ed. by Beutler)	833G55 IB46
Goethe, Complete Works (translated into English by an unknown translator)	833G55 J1900

Jugendwerke by Goethe (ed. by Fischer)	833G55 KF52
Lirica e gnomica by Goethe (translated into Italian by Amoroso)	833G55 LAm6
Faust by Goethe (ed. by Beutler) (use date as it appears in the 260 field [i.e., 1950; 195-; 19--], however, do not use brackets "[]" or "?")	833G55 Of 1950
Faust by Goethe (translated into English by MacNeice)	833G55 Of:E
Goethe's Faust (a criticism) by Rickert	833G55 OfYr

Further examples of **Works about an individual author:**

Schiller's Drama, Talent, and Integrity by Ilse Graham	833S33 DG76
Schiller's "Briefe uber die Aesthetische Wilhelm Bohm	833S33 ObrYb
The Life of Friedrich Schiller by Thomas Carlyle	833S33 BC19

For a work which is a **second criticism** (by the same critic "K") of the same author "F", add a workmark from the title ("g" in this case) in order to distinguish between the two critical works.	834F9131 DK969g

27 Sept. 1984

To: OCLC Monographs Classifiers

From: Rhoda R. Engel

Re: Works in Scandinavian languages

Recently, I have been getting complaints about our classification of Scandinavian literatures. The difficulty arises because of the very close similarity of the three languages, Danish and Norwegian being particularly similar. There is no single, simple way to distinguish Danish from Norwegian. Swedish can be distinguished from the other two by the absence of the letter "ø". With Norwegian, there is the further problem of distinguishing New Norse (Landsmal) from Norwegian (Bokmal, Riksmal). I have been told by the person grumbling about our work that New Norse materials always state somewhere (title page, verso of title page, etc.) that they are in "Nynorsk".

If the printout in hand has an LC class number:

PT7001-7099 = Scandinavian = 839.5
PT7601-8260 = Danish = 839.81
PT8301-8961, 9100-9155 = Norwegian = 839.82
PT9000-9094 = New Norse = 839.83
PT9201-9999 = Swedish = 839.7

all three formely classed together in 839.8

The language code in the fixed field "Lang" can also be used to identify which literature we are dealing with. The codes are:

dan = Danish
nor = Norwegian (includes nynorsk)
swe = Swedish

Genre digits are now being added to the base class number. This, plus the use of specific numbers for Danish, Norwegian, and New Norse have been relatively recent changes in UIUC policy. When shelflisting one must ascertain whether a particular author has already been established without use of the genre digits or even in the undifferentiated number (839.8) for Danish and Norwegian literatures. Continue to use such previously established numbers. For new authors, use the specific literature number with the appropriate genre digit.

If you have difficulty in determining language and/or form, please feel free to consult me about a problem title. If you prefer, you can give Scandinavian materials to me for classification.

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OTHER GERMANIC LITERATURES

892.49	Yiddish literature use **-08** and **-09** for collections and criticism do not use literary form divisions (genre #s)

Class Yiddish language in **437.947** as in Dewey 19

839.1	Old Saxon, Old Frisian, Old Low Franconian, Old Low German
839.2	Frisian
***839.3**	Netherlands literatures
839.31	Dutch
839.32	Flemish
839.36	Afrikaans
839.4	Low German (Plattdeutsch)
***839.5**	Scandinavian literatures
839.6	Old Norse (Old Icelandic)
***839.69**	Modern Icelandic
***839.699**	Faeroese
***839.7**	Swedish
***839.8**	Danish and Norwegian (all Danish and Norwegian classified before 1980)
***839.81**	Danish literature (classified beginning 1980, for collections and for individual authors not previously established in the catalog)
***839.82**	Norwegian literature, Bokmal, Riksmal (classified beginning 1980, for collections and for individual authors not previously established)
***839.83**	Norwegian literature, Nynorsk, Landsmal (classified beginning 1980, for collections and for individual authors not previously established)
***839.9**	East Germanic literatures (Gothic, Vandalic, Burgundian)

* For classes asterisked above, add to the base number, as appropriate, the following genre numbers:

Poetry	**1**
Drama	**2**
Fiction	**3**
Essays	**4**
Speeches	**5**
Letters	**6**
Satire and humor	**7**
Miscellaneous writings	**8**

Add, as appropriate, the form divisions **-01-09** from Dewey 19 (the precursors to the current Standard Subdivisions), but do not extend beyond the first digit:

Philosophy and theory	**-01**
Dictionaries, etc.	**-03**
Serial publications	**-05**
Organizations and management	**-06**
Study and teaching	**-07**
Collections	**-08**
Criticism, history, and interpretation	**-09**

For example:

Anthology of Scandinavian poetry	**839.5108**
Dictionary of Modern Icelandic literature	**839.6903**
History and criticism of Swedish drama	**839.7209**
Collection of Danish or Norwegian literature classed before 1980	**839.808**
Poetry by individual Danish or Norwegian author classed before 1980	**839.81**
History and criticism of Danish or Norwegian poetry classed before 1980; BUT **also** History and criticism of Danish literature beginning 1980	**839.8109**
Poetry of an individual Danish author beginning 1980	****839.811**
History and criticism of Danish poetry beginning 1980	**839.81109**
Poetry of an individual Norwegian author (Nynorsk) beginning 1980	****839.831**
Drama of an individual Danish or Norwegian author before 1980	**839.82**
Drama of an individual Danish author beginning 1980	****839.812**
Drama of an individual Norwegian author (Nynorsk) beginning 1980	****839.832**

** These classes are only for authors not previously established in the catalog; established authors will retain the earlier classification numbers (i.e., Ibsen: **839.82**).

Further examples:

Textkritiska studier till Fredmans epistar by Bernhard Risberg	**839.71** **B41fYr**
Carl Michael Bellman by Anton Blanck	**839.71** **B41Yb**
Modern Swedish Poetry in Translation ed. by Gunnar Harding	**839.7108** **M72**
Forays into Swedish Poetry by Lars Gustafsson (translated into English)	**839.7109** **G978s:E**

ROMANCE LITERATURES

Romance languages include those languages that developed from Vulgar Latin, the principal ones being French, Italian, Portuguese, Romanian, and Spanish. Other Romance languages are Catalan, Provencal, Rhaeto-Romanic, and Sardinian.

For Comprehensive works on Romance literatures use **840.** For Standard subdivisions, use **840.01-840.09.**

For example:

The Spirit of Romance by Ezra Loomis Pound	**840.09** **P86s**

For individual Romance Literatures, class numbers are to consist of the abbreviated or modified Dewey numbers for the period of the work in hand, followed by an author Cutter book number all on one line.

This first component of the call number is followed by a locally devised UIUC book number.

For individual works of an author which are arranged under "O" alphabetically by the title, follow the "O" with a lower-case letter from the first significant word of the title. Under "O" keep editions of the same work separate by date.

Translations of individual works are arranged under "O" followed with a lower-case letter from the original title, followed by a colon to indicate a translation, followed by a capital letter for the language of the translation. See individual Romance literature schedules for examples.

Literary critics:

For a biography of an individual literary critic (a writer whose contribution is considered primarily criticism), or a biography of more than one literary critic (a collected work), use **-0092** (individual) or **-00922** (collected) respectively:

For example:

Biography of an individual literary critic of Romance literature authors	**840.092**
Biography of more than one literary critic of Romance literature authors	**840.0922**
Biography of an individual literary critic of French literature	**840.092**
Biography of more than one literary critic of French literature	**840.0922**
Biography of an individual literary critic of Italian literature	**850.092**
Biography of more than one literary critic of Italian literature	**850.0922**

Etc...

FRENCH LITERATURE

For **Works by or about more than one author:**

Collections **in more than one form**	840.8
Criticism, history, and interpretation **of more than one form**	840.9

For **Works by or about more than one author in Specific forms:**

Collections of Poetry	840.81
Criticism and Interpretation of Poetry	840.91
Collections of Drama	840.82
Criticism and Interpretation of Drama	840.92
Collections of Fiction	840.83
Criticism and Interpretation of Fiction	840.93

Etc...

For example:

Espoir et parole, poemes algeriens... compiled by Denise Barrat	840.81 Es36
The Symbols of French Poetry by Ezra Pound	840.91 P86s

For **Works by or about an individual author,** the citation order is to first class together **all** the works by or about an author, then secondly to subdivide by the Book Number Scheme. The first component of the call number is accomplished using an abbreviated or modified Dewey class number and an author cutter number. This is followed by the locally devised UIUC book number:

Individual Authors

Old and early French to 1400	841
Transition & renaissance periods, 1400-1600	842
Classical period, 1600-1715	843
18th Century, 1715-1789	844
Revolution to present, 1789-1940/50	845
Contemporary authors not already established in the UIUC catalog, 1940/50-	846
French Canadian	847
Haitian and French Antilles	847.1
Provencal	848
Provencal, 900-1450	848.1
Provencal, 1450-	848.2
French dialect literature	849

Book Number Scheme for Individual Authors

I.) about the author	A	Bibliography
	B	Biography
	C	Correspondence
	D	Critical works (Higher criticism)
	E	Critical works (Minor & textual)
	F	Concordances
	G	Lexicons
	H	
II.) by the author	I	Collected or complete works
	J	Collected or complete works in translation
	K	Selections & fragments (include prose of a noted poet & vice versa) in the original
	L	Selections & fragments (include prose of a noted poet & vice versa) in translation
	M	
	N	
	O	Individual works, arranged alphabetically

Under I-L arrange by editor, or translator, or, failing these, by date.
Under I-L, add a work mark to the call number for a second title, with the same editor.
Under O keep editions of the same work separate by date.

For example:

The Life of Victor Hugo by Brunetiere	**845H87 BB83**
Victor Hugo (criticism) by Gautier	**845H87 DG23**
Odes & Ballades (of Victor Hugo)	**845H87 K1906**
Dramatic Works of Victor Hugo (translated by Slous & Grosland	**845H87 LS63**
Les Miserables (edited by Sumichrast)	**845H87 Om 1954**
Les Miserables (translated into English by Hapgord)	**845H87 Om:E**
Les Maitres Sonneurs de George Sand by Georges Roger	**845Sa19 OmYr**

ITALIAN LITERATURE

For **Works by or about more than one author:**

	Collections **in more than one form**	**850.8**
	Criticism, history, and interpretation **of more than one form**	**850.9**
BUT:	Collections of Romanian literature	**858.08**
	Criticism of Romanian literature	**858.09**

For **Works by or about more than one author in Specific forms:**

Collections of Poetry	**850.81**
Criticism and Interpretation of Poetry	**850.91**
Collections of Drama	**850.82**
Criticism and Interpretation of Drama	**850.92**
Collections of Fiction	**850.83**
Criticism and Interpretation of Fiction	**850.93**

Etc...

For example:

The Genius of the Italian Theater by Eric Bentley	**850.82** **G71**
La Poesia Populare Italiana by A. Ancona	**850.91** **An2p**

For **Works by or about an individual author,** the citation order is to first class together **all** the works by or about an author, then secondly to subdivide by the Book Number Scheme. The first component of the call number is accomplished using an abbreviated or modified Dewey class number and an author cutter number. This is followed by the locally devised UIUC book number:

Individual Authors

Early period to 1375	**851**
Classical learning, 1375-1492	**852**
1492-1585	**853**
1585-1814	**854**
1814-1940/50	**855**
Contemporary authors not already established in the UIUC catalog, 1940/50-	**855.1**
Works **in** and/or **about** Italian dialects	**856**
Sardinian	**857**
Romanian (including Wallachian)	**858**
Rumansh, Rhastian, Rhaeto-Romanic, Moldavian	**859**

Book Number Scheme for Individual Authors

I.) about the author	A	Bibliography
	B	Biography
	C	Correspondence
	D	Critical works (Higher criticism)
	E	Critical works (Minor & textual)
	F	Concordances
	G	Lexicons
	H	
II.) by the author	I	Collected or complete works
	J	Collected or complete works in translation
	K	Selections & fragments (include prose of a noted poet & vice versa) in the original
	L	Selections & fragments (include prose of a noted poet & vice versa) in translation
	M	
	N	
	O	Individual works, arranged alphabetically

Under I-L arrange by editor or translator, or failing these, by date.
Under I-L, add a work mark to the call number for a second title, with the same editor.
Under O keep editions of the same work separate by date.

For example:

Memorie della mia Vita di Giacomo Leopardi	855L55 BL55
La Personalita e la Poesia di Cecco Angiolieri (criticism by M)	851An4 DM28
La Divina Commedia [by] Dante Alighieri	851D23 Od

SPANISH LITERATURE

For **Works by or about more than one author:**

	Collections **in more than one form**	**860.8**
	Criticism, history, and interpretation **of more than one form**	**860.9**
BUT:	Collections of Portuguese literature	**868.08**
	Criticism of Portuguese literature	**868.09**

For **Works by or about more than one author in Specific forms:**

Collections of Poetry	**860.81**
Criticism and Interpretation of Poetry	**860.91**
Collections of Drama	**860.82**
Criticism and Interpretation of Drama	**860.92**
Collections of Fiction	**860.83**
Criticism and Interpretation of Fiction	**860.93**

Etc...

For example:

Antologia de las Majores Novelas Policiacas	**860.83** **An88**
Estudios Literarios Sobre Mistica Espanola [by] H. Hatzfeld	**860.9** **H28e**

For **Works by or about an individual author,** the citation order is to first class together **all** the works by or about an author, then secondly to subdivide by the Book Number Scheme. The first component of the call number is accomplished using an abbreviated or modified Dewey class number and an author cutter number. This is followed by the locally devised UIUC book number:

Individual Authors

Early to 1400	**861**
1400-1553	**862**
Golden age, 1554-1700	**863**
1700-1800	**864**
1800-	**865**
Works **in** and/or **about** Spanish dialects	**866**
Catalan	**867**
Portuguese	**868**

Book Number Scheme for Individual Authors

I.) about the author	**A**	Bibliography
	B	Biography
	C	Correspondence
	D	Critical works (Higher criticism)
	E	Critical works (Minor & textual)
	F	Concordances
	G	Lexicons
	H	
II.) by the author	**I**	Collected or complete works
	J	Collected or complete works in translation
	K	Selections & fragments (include prose of a noted poet & vice versa) in the original
	L	Selections & fragments (include prose of a noted poet & vice versa) in translation
	M	
	N	
	O	Individual works, arranged alphabetically

Under I-L arrange by editor or translator, or failing these, by date.
Under I-L, add a work mark to the call number for a second title, with the same editor.
Under O keep editions of the same work separate by date.

For example:

Trueba, Estudio Biografico [by] R. Becerro de Bergoa	**865T76** **BB38**
Pedro Salinas Frente a la Realidad [by] Olga Costa Viva	**865Sa26** **DC82**
The Collected Works of Pedro Salinas by T. Fuentes (translated into English)	**865Sa26** **JF769**

SOUTH/CENTRAL AMERICAN LITERATURE

Base Numbers

South America	**869**

-Class here individual Spanish-American authors who live in non-Spanish speaking countries (i.e., Chicano authors writing only in Spanish).

-Class here individual South or Central American authors of undetermined nationality.

-Class here Papiamento.

Mexico	**869.1**
Central America	**869.2**
Costa Rica	**869.21**
Honduras	**869.22**
Guatemala	**869.23**
El Salvador	**869.24**
Nicaragua	**869.25**
Panama	**869.26**
Cuba	**869.27**
Puerto Rico	**869.28**
Dominican Republic	**869.29**
Argentina	**869.3**
Chile	**869.4**
Peru	**869.5**
Uruguay	**869.6**
Paraguay	**869.61**
Colombia	**869.7**
Venezuela	**869.71**
Bolivia	**869.8**
Ecuador	**869.81**
Brazil (Portuguese)	**869.9**

For **Works by or about more than one author,** add to the base number for the particular literature:

Collections **in more than one form**	add **-08**
Criticism **of more than one form**	add **-09**

For **Works by or about more than one author in Specific forms,** add to the base number for the particular literature:

Collections of Poetry	add **-081**
Criticism and Interpretation of Poetry	add **-091**

Collections of Drama	add -082
Criticism and Interpretation of Drama	add -092
Collections of Fiction	add -083
Criticism and Interpretation of Fiction	add -093

Etc...

For example:

Antologia Poetica... (Dominican Republic) [compiler] J. Julia	**869.29081** **An6**
Lo Popular y lo Culto en la Poesia Dominicana B. Rosario Candelier	**869.29091** **R71p**

For **Works by or about an individual author,** the citation order is to first class together **all** the works by or about an author using **only the base class number** for the particular literature (do not add genre numbers), followed by a standard book number (i.e., treat book number construction the same as for British and American literatures) to complete the call number.

For example:

Gaston Fernando Deligne, el Poeta Civil (biography) [by] G. Majia Ricant	**869.29** **D57Ym**
Enrique Banchs, Poeta del... (criticism of the Argentinian poet) by David Martinez	**869.3** **B22Ym**

For a **second or other general criticism** of the same author by the same critic, add the number 2,3,4, etc. to the workmark:

A second criticism of Banchs by Martinez	**869.3** **B22Ym2**
A third criticism of Banchs by Martinez	**869.3** **B22Ym3**

UNIVERSITY OF ILLINOIS

LIBRARY

Classification and Author Tables
for
Greek and Latin Authors

Revised 1970

Introduction

This special classification scheme for Greek and Latin literature was first devised, organized, and put into use at the University of Illinois Library in 1923. Over the years, names and numbers were added and inserted, paper deteriorated and copies wore out through use until a complete and systematic revision became an absolute necessity. This has been accomplished through a thorough checking of the Shelflist and, in many instances, also, the Main Card Catalog. In the process of revision the authors' names have been made to correspond with the forms used for catalog entries, many individual titles and their work marks have been added, and the special listings of titles by voluminous authors have been moved to their proper alphabetical places within the scheme.

This revision of the Classics schedule lists only the author numbers and the special work marks for titles which are actually represented in the University of Illinois Library shelflist. Because the Library's collection of Classical literature is very large and therefore contains representative editions of nearly all known Classical titles, the scheme does provide for most of the Classical authors by or about whom books are now available. In order that they may be recorded in the master copy and incorporated into future revisions, all additions to this scheme are to be submitted for approval by the Catalog Librarian.

LIBRARY

UNIVERSITY OF ILLINOIS

Classification and Author Tables

for

Greek and Latin Authors

Latin authors are classified in 871. Greek authors are classified in 881. (Note carefully the use of the period to separate elements of the call number)

I. Arrangement of an author's works

A. 1. Complete works, arranged by year.

e.g. Homer		
	881	881
	H8	H8
	1642	1897

For a set, use the earliest date.

If there are two sets of the same year, the second, third, etc. will be marked by a final letter after the date, e.g.:

881	881	881
H8	H8	H8
1969	1969a	1969b

(Before 1948, a superior number was used following the date to distinguish between editions of the same date, e.g.:

881
H8
1932^2

Where this system has already been established for a particular number, retain it)

If only one work of an author is extant, treat it as "complete works."

2. Translations of complete works are arranged by the language of the translations. D, Dutch; DA, Danish; E, English; F, French; G, German; GR, Greek; I, Italian; L, Latin; R, Russian; S, Spanish; SW, Swedish.

e.g. Homer in English by Bryant,
881
H8.Eb

a. Always add the initial of the translator, If no translator is found, add the date.

e.g.: Homer in English by Pope,
881
H8.Ep

b. If there is more than one edition by the same translator, add the date.

e.g.: Second edition of Pope's Homer
881
H8.Ep
1884

c. If two translators have the same initial, add a second letter,

e.g.: Prescott's Homer 881
H8.Epr

These translations may be without notes or have notes for a beginner learning the language, etc.

3. A Bibliography of complete works is marked V, followed by the initial of the compiler.

4. A Biography of the author is marked W, followed by the initial of the biographer.

5. A Criticism of complete works is marked Y, without regard to the language of the critic, followed by the initial of the critic, e.g.:

Conat's Aristophane et l'ancienne comedia Attique, 881
A7.Yc

Dignan's Idle actor in Aeschylus, 881
A2.Yd

Scholia of Homer, by Dindorf, 881
H8.Yd

A second and other criticism by the same author is indicated by the figures 2, 3, 4, etc. Enter paraphrases under Y. Scholia are classed in Y.

6. Dictionaries, Concordances, etc. are marked Z followed by the initial of the editor. Autenrieth's Homeric dictionary, 881
H8.Za

B. 1. Fragments and selections are marked with X and are arranged by year,

e.g. Selections of Plato, 881
P5.X
1872

If the author's works are only fragments, i.e. nearly all are lost, they are treated as complete works. Selections of Cicero are provided for in a special table.

a. Translations of Fragments and selections: add the language letter as in complete works, thus:
Translations into English of Selections of Plato, 881
P5.X.Ed

Add translator's initial as in complete works. For other selections by same translator, add figures 2, 3, etc.
e.g. 871
O8.X.Gb2

b. If selections are nearly or practically complete works, classify as complete works. Selections of a part of an individual work are classed with the individual work, e.g.: Books 1-6 of the Iliad will go with the Iliad.

C. 1. Individual works of an author are arranged by a special table if one has been established; if not, by the initial of the distinctive word of the title. If two or three individual works are published together but they do not apparently constitute a "selection" arrange as if there were but a single work. In case of doubt, class here rather than in "Selections." The Iliad and Odyssey together are classified under the Iliad.

a. If no editor is given, arrange by date; e.g.: Homer's Iliad,

881 H8i 1687	881 H8i 1829

b. When an editor is given, omit the date and add editor's initial. These editions will file following the dated editions without an editor.

e.g. Homer's Iliad, ed. by Bruce	881 H8i.b
Homer's Iliad, ed. by Schmidt	881 H8i.s

c. Another edition by Bruce	881 H8i.b 1897

d. For several editions by the same editor with varying titles, use 2, 3, etc.

2. Translations of individual works are marked by the letter of the language of translation, as in complete works, E for English, etc.

e.g. Bryant's translation of the Iliad,	881 H8i.Eb
Pope's translation of the Iliad,	881 H8i.Ep
Pope's translation of the Iliad, another ed.	881 H8i.Ep 1902
Prescott's translation of the Iliad,	881 H8i.Epr
German tr. by Schmidt of Iliad,	881 H8i.Gs
Spanish tr. by Le Sage of Iliad,	881 H8i.Sℓ
Hugo's tr. of Odyssey	881 H8o.Fh

3. Selections and fragments of individual works are treated as though complete, i.e. X is not used after the initial letter of the title. Do not use
881
H8i.X for a part of the Iliad.

4. For the bibliography of an individual work, add V after the initial letter of the work, followed by the initial of the compiler, e.g., N.Y. Pub. Lib. bibl. of editions of Aeneid, 871
V9a.Vn

5. For a criticism of an individual work, add Y after the initial of the work, then the initial of the critic. Disregard the language of the text if it appears, and the language of the critic.

e.g.	Dindorf's Homeric Iliad Scholia	881 H8i.Yd
	Leaf's Companion to the Iliad	881 H8i.Yℓe
	Snider's Homer's Iliad, a commentary,	881 H8i.Ys

6. A Dictionary or Concordance of an individual work is marked Z.

e.g.	Schmidt's Dictionary of the Iliad,	881 H8i.Zs

	Latin	Greek
General works	870	880
Collections	872	882
Anonymns	871A	881A

Use regular Cutter numbers and take the work mark from the editor. Take book mark from distinctive word of title.

Classification Numbers

870	General works on Latin literature
871A	Anonymous works in Latin For book no. use Cutter two-figure table, with the initial of the distinctive word of the title, and work mark from the name of the editor.
872	Collections of Latin prose or poetry
873-874	NOT USED
875	Medieval and modern Latin literature 500 A.D. - date Use decimals .1 - .7 as in Dewey 879, with .8 for Collections and .9 for History and criticism. Class complete works of authors and works not belonging under the forms .1 - .7 under 875.
876-878	NOT USED
879	Classical literature--History and criticism. (This is used to cover works treating both Latin and Greek authors or literature)
879.8	Collections of both Latin and Greek literature.

Use corresponding classification for Greek.
Include Byzantine writers in 881 and use 889 for literature in medieval and modern Greek. (Byzantine period, A.D. 527 to 1453)
Use 885 for Modern literature in the Ancient Greek language.

Author Tables

Detailed tables for individual classical authors are available with the Classics Cataloger, the Catalog Librarian and the Assistant Catalog Librarian.

The Loeb Classics Set

The Library acquires on standing order one copy of each title published in the Loeb Classical Library. These are classified in either 871L82 or 881L82 and the Cutter is for the particular classical author, with a work mark for the title of the individual work.

Do not add copies to the Loeb set. Added copies of Loebs already in the Library are to be classified in the regular Classics scheme.

Do not use the date in the call number.

ANCIENT INDIC LITERATURE

Base Numbers

	Literatures of other languages -Class here comprehensive works **in** and/or **about** Oriental literatures. -Use .1 - .9 for standard subdivisions as appropriate, but do not extend beyond the first digit.	**890**
*	East Indo-European and Celtic literatures -Class here comprehensive works.	**891**
*	Indo-Iranian (Aryan) literatures	**891.1**
*	Sanskrit--Vedic (Old Indic) and classical	**891.2**
*	Middle Indic literatures (Secondary Prakrits)	**891.3**
*	Pali	**891.37**

* For **Works by or about more than one author,** add to the base number for the particular literature:

Collections **in more than one form**	add **-08**
Criticism **of more than one form**	add **-09**

* For **Works by or about more than one author in Specific forms,** add to the base number for the particular literature:

Collections of Poetry	add **-081**
Criticism and Interpretation of Poetry	add **-091**
Collections of Drama	add **-082**
Criticism and Interpretation of Drama	add **-092**
Collections of Fiction	add **-083**
Criticism and Interpretation of Fiction	add **-093**

Etc...

For example:

Sanskrit Love Poetry translated by Merwin	**891.2081** **Sa59:E**
The Laws and Practice of Sanskrit Drama by S. Shastri	**891.2092** **Sh21**

For **Works by or about an individual author,** the citation order is to first class together **all** the works by or about an author, then secondly to subdivide by the Book Number Scheme. The first line of the call number is accomplished using a modified Dewey class number (use **only the base class number** for the particular literature: do not add genre numbers); the second line consists of an author cutter number; the third line consists of the locally devised UIUC book number:

Book Number Scheme for Individual Authors

A	Bibliography
B	Biography
C	Correspondence
D	Critical works (Higher criticism)
E	Concordance
F	Lexicons
G	Grammatical works
H	Text critical works (Minor and textual)
I	Collected works or complete works
J	Translations of collected or complete works
K	Selections & fragments in the original (include prose of a noted poet & vice versa)
L	Selections & fragments in translation
O	Individual works, arranged alphabetically

Under I-L arrange by editor, or translator, or, failing these, by date.
Under I-L, add a work mark to the call number for a second title, with the same editor.
Under O keep editions of the same work separate by date.

For example:

The Syntax and Style of the Ramayana (a criticism of the epic poem the Ramayana by Valmiki) by J. L. Brockington	**891.2** **V24** **OrYb**

MODERN INDIC LITERATURE

Base Numbers

General works on modern Indic literature	**891.4**
Sindhi	**891.41**
Punjabi	**891.42**
Western Hindi literatures (Do not use for individual authors)	**891.43**
Hindi	**891.438**
Urdu	**891.439**
Bengali	**891.44**
Assamese, Bihari, Oriya	**891.45**
Marathi	**891.46**
Gujarati-Rajasthani	**891.47**
Sinhalese	**891.48**
Other Modern Indic literatures (Dard, Eastern Hindi, Pahari, Romany)	**891.49**

For **Works by or about more than one author,** add to the base number for the particular literature:

Collections **in more than one form**	add **-08**
Criticism **of more than one form**	add **-09**

For **Works by or about more than one author in Specific forms,** add to the base number for the particular literature:

Collections of Poetry	add **-081**
Criticism and Interpretation of Poetry	add **-091**
Collections of Drama	add **-082**
Criticism and Interpretation of Drama	add **-092**
Collections of Fiction	add **-083**
Criticism and Interpretation of Fiction	add **-093**

Etc...

For example:

	Selections From Hindi Literature [compiled by] L. SitaRam	**891.43808** **Se7**
	Modern Hindic Literature (a critical analysis) by I. Madan	**891.43809** **M26m**
BUT:	A Collection of Modern Indic Poetry compiled and translated by Mahanty	**891.4081** **C19**

For **Works by or about an individual author,** the citation order is to first class together **all** the works by or about an author, then secondly to subdivide by the Book Number Scheme. The first line of the call number is accomplished using a modified Dewey class number (use **only the base class number** for the particular literature: do not add genre numbers); the second line consists of an author cutter number; the third line consists of the locally devised UIUC book number:

Book Number Scheme for Individual Authors

A	Bibliography
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E	Concordance
F	Lexicons
G	Grammatical works
H	Text critical works (Minor and textual)
I	Collected works or complete works
J	Translations of collected or complete works
K	Selections & fragments in the original (include prose of a noted poet & vice versa)
L	Selections & fragments in translation
O	Individual works, arranged alphabetically

Under I-L arrange by editor, or translator, or, failing these, by date.
Under I-L, add a work mark to the call number for a second title, with the same editor.
Under O keep editions of the same work separate by date.

For example:

Rabindranath Tagore (biography) by B. Roy	**891.44** **T12** **BR81**
Sasibhusan Dasgupta Commemoration Volume (Bengali) edited by R. K. Dasgupta	**891.44** **D262** **DD262**
Meditations by Rabindranath Tagore (translated into English)	**891.44** **T12** **Om:E**

IRANIAN/PERSIAN LITERATURE

Base Numbers

Iranian literatures	**891.5**
Old Persian (West Iranian)	**891.51**
Avestan (East Iranian)	**891.52**
Middle Iranian literatures--Pahlavi (Middle Persian), Sogdian, Khotanese (Saka)	**891.53**
Armenian (Do not use 891.992.)	**891.54**
Modern Persian (Farsi)	**891.55**
Afghan (Do not use 891.59.)	**891.58**
Other modern Iranian literatures--Kurdish, Baluchi, Tajiki, Ossetic, Pamir (Galcha), Yaghnobi	**891.59**

For **Works by or about more than one author,** add to the base number for the particular literature:

Collections **in more than one form**	add **-08**
Criticism **of more than one form**	add **-09**

For **Works by or about more than one author in Specific forms,** add to the base number for the particular literature. Do not use genre numbers for classes **891.5-.54,** nor for **891.58-.59.**

Collections of Poetry	add **-081**
Criticism and Interpretation of Poetry	add **-091**
Collections of Drama	add **-082**
Criticism and Interpretation of Drama	add **-092**
Collections of Fiction	add **-083**
Criticism and Interpretation of Fiction	add **-093**

Etc...

For example:

	Great Works of Farsi Poetry compiled by Shiraz	**891.55081** **G88**
BUT:	The Poetry of Armenia compiled by Dolan	**891.5408** **P68**

For **Works by or about an individual author,** the citation order is to first class together **all** the works by or about an author using **only the base class number** for the particular literature (do not add genre numbers), followed by a standard book number (i.e., treat book number construction the same as for British and American literatures) to complete the call number.

CELTIC/GAELIC LITERATURE

Base Numbers

Celtic	891.6
Irish Gaelic	891.62
Scottish Gaelic	891.63
Manx	891.64
Welsh (Cymric)	891.66
Cornish	891.67
Breton	891.68

For **Works by or about more than one author,** add to the base number for the particular literature:

Collections **in more than one form**	add -08
Criticism **of more than one form**	add -09

For **Works by or about more than one author in Specific forms,** add to the base number for the particular literature. Do not use genre numbers for Celtic (891.6).

Collections of Poetry	add -081
Criticism and Interpretation of Poetry	add -091
Collections of Drama	add -082
Criticism and Interpretation of Drama	add -092
Collections of Fiction	add -083
Criticism and Interpretation of Fiction	add -093

Etc...

For example:

An Anthology of Irish Gaelic Drama edited and translated by McDougall	891.62082 An7:E

For **Works by or about an individual author,** the citation order is to first class together **all** the works by or about an author using **only the base class number** for the particular literature (do not add genre numbers), followed by a standard book number (i.e., treat book number construction the same as for British and American literatures) to complete the call number.

SLAVIC AND BALTIC LITERATURES

Literary Forms:

.08	Collections	.09	History and criticism
.081	Poetry--Collections	.091	Poetry--History and criticism
.082	Drama--Collections	.092	Drama--History and criticism
.083	Fiction--Collections	.093	Fiction--History and criticism
.084	Essays--Collections	.094	Essays--History and criticism
.085	Speeches--Collections	.095	Speeches--History and criticism
.086	Letters--Collections	.096	Letters--History and criticism
.087	Humor--Collections	.097	Humor--History and criticism
.088	Miscellany--Collections	.098	Miscellany--History and criticism

891.7 Russian literature

Individual authors*

891.71 Early to 1700
891.72 18th century
891.73 1800-1917
891.74 1918-1960
891.75 1961-1985
891.752 1986-

date of publication (when they started to publish)

891.79 Ukrainian

Individual authors*

891.79 Early to 1985
891.792 1986-

891.799 Belorussian

891.8 Other Slavic literatures (including General Slavic literature)
891.81 Bulgarian
891.817 Old Church Slavic
891.819 Macedonian
891.82 Serbian (class Yugoslav literature in 891.8)
891.83 Croatian
891.84 Slovenian

891.85 Polish

Individual authors*

891.85 Early to 1985
891.852 1986-

891.86 Czech

Individual authors*

891.86 Early to 1985
891.862 1986-

891.87 Slovak
891.88 Wendish (Sorbian, Lusatian)

891.9 Baltic literatures
891.92 Lithuanian
891.93 Latvian (Lettish) ~~894.545~~

894.545 Estonian — only

* Do not use Literary Forms 2 lines

UIL Classif. June 1960; Rev. 1971; 2nd rev. 1986; 3rd rev. 1988.

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Slavic Literature

Book Number Scheme

A	Bibliography
B	Biography
C	Correspondence
D	Critical works (Higher criticism) (criticism of ideas)
E	Concordance
F	Lexicons
G	Grammatical works
H	Text critical works (Minor and textual) (criticism of technique)
I	Collected works or complete works
J	Translations of collected or complete works
K	Selections and fragments (include prose of noted poet or vice versa)
L	Selections (translations)
O	Individual works

Under I-L arrange by editor, or translator, or, failing these, by date. Under O keep editions of the same work separate by ~~use of the editor's initial, or~~ by date. ~~if the editor's name cannot be found. Translations of individual works follow, arranged by author as in Classics scheme.~~

Arrangement and Marking of Individual Authors

The call number is to be formed in the same manner as that for German literature except that the Cutter number for the author is to stand on the second line instead of on the first line. E.g., Tolstoĭ, Anna Karenina, edited by Chertkov, will have the call number:

891.73
T58
OaYc

891.73
T58
OaYg

a second example edited by Garnett

N.B.: The Cutter number is taken from the ~~two~~ three figure tables. ~~except in the case of S, for which two figures are used from the Cutter-Sanborn tables.~~ This applies to book numbers for authors, editors and translators.

(UIL Classif. June 1960. Rev. 1971.)

891.991 Albanian literature.
.891.992. Do not use, class Armenian in 891.54.
891.993-.998 Other Indo-European literatures; add to 891.99 the numbers following 9199 in "Languages" notation from table 6, vol.1 of Dewey 19; e.g., Hittite 891.998.

(Jan. 1980.)

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For Literature in these areas substitute "8" for initial "4"

Soviet Central Asian Languages

Language	Code	Class #
Abakan	cau	494.3
Abazin	cau	499.96
Abkhaz	cau	499.96
Adzharian	cau	499.96
Adyghe	cau	499.96
Agul	cau	499.96
Ainu	mis	494.6
Aksu	tut	494.3
Altai	tut	494.321
Anatolian	tut	491.998
Artchi	cau	499.96
Astiak	fiu	494.51
Avaric	cau	499.96
Azerb.	aze	494.361
Bakhara	mis	494.3
Balkar	tut	494.335
Baraban	mis	494.3
Bashkir	bak	494.331
Batsbusk	cau	499.96
Buriat	tut	494.2
Chagatai	tut	494.391
Chamalal	cau	499.96
Chami	tut	494.3
Cheremis	fiu	494.56
Cherkess	cau	499.96
Chechen	che	499.96
Chochod	mis	494.2
Cholym	tut	494.3
Chudish	mis	494.5
Chukchi	mis	494.6
Chuvash	chv	494.392
Circassian	cau	499.96
Daghestan	cau	499.96
Dagur	tut	494.2
Dargin	cau	499.96
Dargwa	cau	499.96
Dolgan	tut	494.328
Dŏroŏd	mis	494.2
Dungan	sit	495
Evenki	tut	494.1
Erzya	fiu	494.5
Gagauz	tut	494.362
Georgian	cau	499.96
Gilyak	mis	494.6
Goldic	tut	494.1
Gurian	cau	499.96
Hami	tut	494.3
Hinalugh	cau	499.96
Illyrian	mis	491.99
Ingush	cau	499.96
Irtish	tut	494.3
Kabardian	cau	499.96

Language	Code	Class #
Kakhetian	cau	499.96
Kalmyk	tut	494.2
Karachay	tut	494.334
Karakalpak	kaa	494.333
Karelian	fiu	494.54
Kartvelian	cau	499.96
Kashgar	tut	494.3
Kazakh	kaz	494.337
Khakass	tut	494.332
Khoresmi	tut	494.372
Kipchak	tut	494.338
Kirghiz	kir	494.339
Koibalian	tut	494.3
Komi	fiu	494.53
Koryak	mis	494.6
Kumyk	tut	494.341
Kyzylian	tut	494.3
Lakk	cau	499.96
Laz	cau	494.96
Lamut	mis	494.1
Livonian	fiu	494.54
Manchu	mis	494.1
Mari	fiu	494.56
Mingrelian	cau	499.96
Mishar	tut	494.3
Mongolian	mon	494.2
Mordvin	fiu	494.56

Language	Code	Class #
Nakh	cau	499.96
Nogai	tut	494.342
Oirot	tut	494.3
Olcha	mis	494.1
Olöd	mon	494.2
Olonetsian	fiu	494.5
Ordos	mon	494.2
Ostiak	fiu	494.51
Permyan	fiu	494.53
Svanetian	cau	499.96
Tajik	taj	491.59
Tatar	tar	494.343
Turkmen	tuk	494.364
Tuvinian	tut	494.365
Udmurt	fiu	494.53
Uighur	uig	494.374
Urdu	urd	491.439
Uzbek	uzb	494.375
Yakut	tut	494.328
Yukaghir	mis	494.6
Zyrian	fiu	494.53

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AFRO-ASIATIC LITERATURE
(HAMITO-SEMITIC)

Detailed instructions concerning the citation order for the particular literatures below hold priority. In general, and unless otherwise stated:

For **Works by or about more than one author,** add as appropriate to the base number for the particular literature (note that some base numbers must be constructed, see below) the form divisions **-01-09** from Dewey 19 (the precursors to the current Standard Subdivisions), but do not extend beyond the first digit (What has been used in the past are the form divisions prior to their expansion in the 17th or 18th edition of Dewey):

Collections **in more than one form**	add **-08**
Criticism **of more than one form**	add **-09**

For **Works by or about more than one author in Specific forms,** add to the base number for the particular literature:

Collections of Poetry	add **-081**
Criticism and Interpretation of Poetry	add **-091**
Collections of Drama	add **-082**
Criticism and Interpretation of Drama	add **-092**
Collections of Fiction	add **-083**
Criticism and Interpretation of Fiction	add **-093**

Etc...

For **Works by or about an individual author,** the citation order is to first class together **all** the works by or about an author using **only the base class number** (note that some base numbers must be constructed, see below) for the particular literature (do not add genre numbers), followed by a standard book number (i.e., treat book number construction the same as for British and American literatures) to complete the call number.

Base Numbers

Afro-Asiatic literatures	**892**
East Semitic (Akkadian)	**892.1**
Aramaic	**892.2**
Biblical Aramaic (Chaldee) and Samaritan	**892.29**
Eastern Aramaic (Syriac)	**892.3**

Hebrew	892.4
Yiddish -Add **-08-09** for Collections or Criticism. -Do not add genre numbers.	892.49
Canaanite-Phoenician (Punic, Ugaritic, Minoan Linear A)	892.6
Arabic	892.7
Ethiopic (Geez, Tigre, Tigrinya, Amharic, Argobba, Harari, Gurage)	892.8
South Arabic (Mahri, Sokotri, Qarawi)	892.9
Hamitic and Chad -Add to 893 the numbers following 93 in "Languages" notation 931-937 from Table 6, v. 1, Dewey 19. (i.e., Egyptian: **893.1**; Coptic: **893.2**; Hausa: **893.72**).	893
Altaic -Add to 894 the numbers following 94 in "Languages" notation 941-943 from Table 6, v. 1, Dewey 19. (i.e., Turkish: **894.35**).	894.1-.3
Samoyedic (Yenisei, Yurak, Kamasin)	894.4
Finno-Ugric	894.5
Ugric (including Ostyak, Vogul)	894.51
Hungarian (Magyar)	894.511
Permian (including Zyrian, Votyak)	894.53
Finnic (including Karelian, Livonian, Veps)	894.54
Finnish (Suomi)	894.541
Estonian	894.545
Lapp	894.55
Middle Volga (including Mordvin, Cheremis)	894.56
Paleosiberian (including Gilyak, Ainu, Yukaghir)	894.6
Dravidian (south Indian)	894.8
Dravida group (including Malto, Kota, Toda, Kurukh)	894.81
Tamil	894.811
Malayalam	894.812
Kanarese (Kannada)	894.814
Andhra group	894.82
Gondi	894.823
Khond (Kandh)	894.824
Telugu	894.827
Brahui	894.83

Chinese -Add genre numbers followed by **-01-09** as appropriate (i.e., Criticism of Chinese fiction: **895.1309**).	**895.1**
Tibeto-Burman and Tibetan	**895.4**
Himalayan dialect literatures	**895.49**
Japanese -Add genre numbers followed by **-01-09** as appropriate (i.e., a Japanese novel: **895.63**).	**895.6**
Korean	**895.7**
Burmese	**895.8**
Thai (Siamese)	**895.91**
Lao	**895.919**
Annam-Muong	**895.92**
Vietnamese (Annamese)	**895.922**
Mon-Khmer (including Semang)	**895.93**
Cambodian	**895.932**
Munda (including Santali, Ho, Mundari, Gadaba)	**895.95**

African literatures 896

-Add to 896 the numbers following 96 in "Languages" notation 961-965 from Table 6, v. 1, Dewey 19. (i.e., Ibo: **896.332**; Yoruba: **896.333**; Bantu: **896.39**; Swahili: **896.392**).

-For Afro-Asiatic literatures see **892**.

Literatures of North American native languages 897

-Add to 897 the numbers following 97 in "Languages" notation 971-979 from Table 6, v. 1, Dewey 19. (i.e., Navaho: **897.2**; Ojibway: **897.3**; Macro-Penutian: **897.4**).

Literatures of South American native languages 898

-Add to 898 the numbers following 98 in "Languages" notation 982-985 from Table 6, v. 1, Dewey 19. (i.e., Chibchan: **898.2**; Kechua (Quechua): **898.3**; Taruma: **898.4**).

Other literatures 899

-Add to 899 the numbers following 99 in "Languages" notation 991-999 from Table 6, v. 1, Dewey 19:

Philippine	899.21
Tagalog (Filipino)	899.211
Indonesian (Bahasa Indonesia)	899.221
Javanese	899.222
Malay	899.28
Malagasy	899.3
Polynesian (including Hawaiian)	899.4
Basque	899.92
Caucasic (Georgian, Chechen, Circassian)	899.96
Esperanto	899.992
Interlingua	899.993

CUTTER TABLES and CUTTER LINES

Cutter Three Figure Author table

Use this table as the basis for assigning book numbers for all newly established authors:

a) Use one letter for consonants (except S).
b) Use two letters for all vowels and S (except SC).
c) Use three letters for SC.

N.B. When the entry begins with initials, use the cutter number for the complete initialism, not just the first letter, and not for the word for which the first letter stands (i.e. for NAM Digest, cutter from "NAM," not from N, and not from National.

****

++ **Create and maintain uniqueness** for an author within a specific class number via a single cutter number for that author. For **all newly established headings,** use the complete number as given in the table. For **a previously established author,** a shorter or expanded cutter number may have already been used/established in that specific class number for that same author. Always continue to use a previously established cutter number for an author in order to **provide consistency** within the catalog.

****

CUTTER LINES for LITERATURE

"Regular" two line (author cutter on second line):

a) American
b) English
c) Scandinavian
d) Other Germanic
e) South/Latin American
f) Iranian/Persian
g) Celtic/Gaelic
h) Afro-Asiatic

Two line (author cutter first line; book # scheme second line):

a) German
b) Romance literatures

Three line (author cutter second line; book # scheme third line):

a) "Literatures of other languages"
b) Modern Indic
c) Slavic

N.B. If a work deals with both 810's and 820's, class with 820's (also: Canada with 810's; New Zealand with 820's).

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18 October 1994

To: OCLC Cataloging Staff

From: Rhoda R. Engel RRE

Re: Cutter Simplification

One item on Monday's Cataloging Policy Advisory Committee agenda was simplification of Cutter numbers. This concerned (1) the use of the Cutter-Sanborn table in the UIUC literature scheme for authors whose names begin with S and (2) the use of the arbitrary 1 following the work mark for an autobiography. In both cases, the decision was to discontinue the exceptional practice.

Starting immediately:

1. For literary works classed according to the UIUC local scheme, use the Cutter 3-Figure Table to assign author numbers for names beginning with S. Use the S plus vowel and Sc plus third letter as with Cutter numbers in other areas.

   Apply this to those persons new to the catalog. Continue to use established numbers for persons already represented in the catalog.

2. For autobiographies, follow the same practice as for biographies. Assign a Cutter number for the subject followed by a work mark for the author. The only difference is that in the case of an autobiography the work mark is the same as the initial Cutter letter.

   For a subsequent biography by the same author or for a second autobiography by an individual, add a 2 to the work mark (a 3 for a third one etc.)

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1-7-81 EC

EDITING K, M, or 7 LEVEL LITERATURE COPY

1. Check cataloging for completeness and accuracy. Make any changes and/or additions necessary to create a complete record. The descriptive cataloging should match the cataloging rules as indicated in the fixed field Desc code. The cataloging may be upgraded to AACR2, but does not have to be when the Desc code is other than a.

2. Check all codes in the fixed field. Add or change any as necessary to match the descriptive cataloging. Change Enc lvl to I and circle the I to call inputter's attention to the fact that the record is to be upgraded in OCLC.

3. Add 010, 020, and 041 fields as necessary.

4. If the cataloging is AACR2, make sure a 240 field is present in appropriate records.

5. Add subject entries, added entries, and series entries as necessary.

LINCOLN CLASSIFICATION

973.7L63 is to be used as the first line of the call number for all works by and about Lincoln.

WORKS ABOUT LINCOLN

The appropriate letters and numbers below are to begin the second line of the call number, these to be followed by the usual Cutter numbers, taken from the authors of the works, and the work marks, taken from the titles.

A	Bibliography [Use V for bibliography of a particular work, e.g., Emancipation proclamation: M1863e Va]
A2	Dealers' catalogs, Sale catalogs
A3	Collections and collectors
B	Biography of Lincoln. Comprehensive works (including campaign biographies, 1860, 1864) Lincoln as **President.** (Political history of the country, 1861-1865: 973.7)
B2	Anecdotes relating to Lincoln. Personal reminiscences of contemporaries (not including formal biographies)
B3	Special biographical aspects: Character, kindness, finances, medicine, etc.
B4	Religion
B5	Literary art
B6	Lincoln as a lawyer. (Lincoln as a statesman: B)
B7	Attitude toward slavery, temperance, etc.
B8	Relations with special classes and groups: Jews, private soldiers, etc.
	By period:
C	Early life to 1861. (Campaign biographies: B)
C2	Antecedents. Family and parents. Life in Kentucky and Indiana. (To 1830) Mary Lincoln and children (except Robert Todd)

8.2 A1-1

C3	First years in Illinois. Black Hawk War. Illinois Legislature. Professional career. (1830-1846)
C4	In national politics. Congressional service. Lincoln-Douglas debates. In the campaign of 1860. Journey to Washington. (1846-1861)
	Presidency: B or 973.71 (Civil War--Political and economic history)
D	Assassination. The conspirators (Booth, Surratt, etc.) Their trials
D2	Death of Lincoln. Funeral journey to Springfield. Burial Memorial services throughout the country and abroad. (Use subject heading, Funeral and memorial services, rather than Addresses ... as LC does) Guard of honor. Tomb.
E	Monuments. Statues, Life and death masks. Portraits. Local monuments and statues. (Lincoln tomb, Springfield, Ill.: D2) New Salem, Lincoln Memorial, Washington, D.C., etc.
E3	Photographs. Photos of portraits. Iconography.
E4	Cartoons. Caricatures. Satirical and comic works.
E5	Lincoln relics. Museums. Exhibitions.
E6	Homes and haunts of Lincoln (General) (e.g. buildings where he stayed briefly)
F	Celebrations. Anniversaries. Memorials (since 1865 only; funeral and memorial services in D2); Lincoln day; centennials
G	Addresses. Sermons. Lectures. Essays. (Those delivered since his assassination)
H	Poetry. Drama. Fiction.
H2	Poetry
H3	Drama
H4	Fiction (for all members of Lincoln family)
H5	Music
H6	Serials that do not classify elsewhere in this scheme. Use regular serial book number.

8.2A1-2

WRITINGS OF LINCOLN

(For book number, follow the Milton scheme for "Arrangement of works")

J Collected works (by date)

K Selected works. Partial editions (by date)

Separate works:

(Note: The date of original publication is followed by a work mark taken from the first letter of the title. Later editions are to be designated by the date of printing as the third line of the call number, e.g.,

973.L63) a 1952 reprint of the Emancipation proclamation.
M1865e)
1952)

M State papers (by date)

N Addresses, lectures, etc. (by date) (Lincoln-Douglas debate: C4)

P Letters. Special collections of letters (by date)

Single letters (Use work mark, after P, from the first letter of the title)

Q Miscellaneous

R Stories, anecdotes, axioms, brief extracts, etc. attributed to Lincoln (alphabetically by editor or title)

MATERIALS THAT REQUIRE SPECIAL HANDLING

Following are materials which are assigned to specific people in the Section for handling. Should you find any among the regular location or stacks books, please give them to the proper person:

CLX literature (870s & 880s) -- Rhoda
EDK (S Collection) -- Eleanor
EDL (Curriculum Collection) -- Chris
HIL (Lincoln Room) -- Rhoda
LAX (Law Library - LC classification) -- Eleanor
MUX (Music Library - LC classification) -- Norma
RBX, RBC (Rare Book Room) -- return to Searching Section to be sent to RBX

added copies/added volumes -- Mariella (Added Copy Section)
analytics (flagged as such) -- Ruth
Enc lvl 2, 5, 7, K, M (minimal/partial) -- Stephen
nonbook items (microforms, etc.) -- Rhoda
rush books (pink streamers) -- Chris
serials -- Susan
UIU records (if not added copies) -- Chris
Type e records (maps) -- return to Searching Section to be sent to MAX:

Note that we catalog monographs, such as atlases, designated for MAX. The Map & Geography Library is responsible for cataloging maps by themselves, unaccompanied by text.

revised 1/16/95

GLOSSARY
OF SELECTED TERMS

Covering term definitions and tool descriptions

AACRIIr. Anglo-American Cataloguing Rules, 2nd ed., 1988 revision. Contains the rules for bibliographic description and name and title access. Represents the current agreements that have been reached to standardize descriptive cataloging practice and thereby facilitate cooperation among libraries. Part One is based on the International Standard Bibliographic Description (ISBD) for general materials and those for special types of material. Part Two is based on the Paris Principles. The scope of the Paris Principles is limited to the choice of entry and the forms of headings only. It opens with a statement of the functions of the catalog, which represents a restatement of Lubetzky's and Cutter's objectives. The Paris Statement represented a great step forward toward international agreement. See also **AACRIIr Amendments 1993; Cataloging Service Bulletin; LCRIs; Oberlin Cumulative LCRIs.**

AACRIIr Amendments 1993. Contains the first group of revisions of rules in the AACRIIr, that have been approved by the Joint Steering Committee for Revision of AACR. See also **AACRIIr; LCRIs.**

Access. That portion of the descriptive cataloging process in which access points are selected and formulated. See also **Descriptive cataloging.**

Access point. Any term (word, heading, etc.) in a bibliographic record that may be used to locate that record. See also **AACRIIr; Choice of access points; Descriptive cataloging; Entry; Form of entry; Functions of catalog; Subject cataloging.**

Accession number. A number assigned to each item as it is received in the library. Accession numbers may be assigned through continuous numbering (i.e., 40291, 40292) or a coded system (47-201, 47-202, etc.).

Accompanying materials. Dependent materials, such as answer books, teacher's manuals, atlases, portfolios of plates, slides, and sound recordings.

Added Entry. A secondary access point; i.e., any other than the main entry. See also **Main Entry.**

AISS (Administrative Information Systems and Services). The University of Illinois office which provides computing support for the online catalog.

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Alphabetical catalog. A catalog with entries arranged in alphabetical order, rather than according to the symbolic notation of a classification. See also **Classed catalog; Dictionary catalog.**

Alphabetical subject catalog. A catalog containing subject entries based on the principle of specific and direct entry and arranged alphabetically. See also **Alphabetico-classed catalog; Classed catalog; Dictionary catalog.**

Alphabetico-classed catalog. A subject catalog in which entries are listed under broad subjects and subdivided hierarchically by topics. The entries on each level of the hierarchy are arranged alphabetically. See also **Alphabetical subject catalog; Classed catalog; Dictionary catalog.**

Analytical entry. An entry for a part of a work or for a whole work contained in a series or a collection for which a comprehensive entry is made. Name-title analytics (i.e. analytical entries) may be made in the form of added entries. See also **Monograph; MSET; Serial; Series.**

Analytico-synthetic scheme. A classification scheme which identifies subjects by their component parts and requires fiting together the appropriate parts in order to provide a class mark for a work. For example, the Colon Classification is an analytico-synthetic scheme, while the Dewey Decimal Classification is partially so.

Approval plan. An arrangement by which a publisher, wholesaler, or vendor assumes the responsibility for selecting and supplying, subject to return privileges, all publications, as issued, fitting a library's collection profile specified in terms of subjects, levels, formats, prices, languages, etc. See also **Blanket order.**

ARM (Automated Records Maintenançe). The section in Automated Services which maintenances ILLINET Online. ARM makes circulation updates to LCS via Superwylbur; makes corrections to FBR records as well as provides authority control in FBR. See also **Authority control; Superwylbur.**

Authority control. The process of maintaining consistency in the verbal form used to represent an access point and the further process of showing the relationships among names, works, and subjects. See also **ARM.**

Authority file. A grouping of records of the authorized forms of names, titles, or subjects chosen for use in a catalog.

Bibliographic control. Encompassing the creation, storage, manipulation, and retrieval of bibliographic data (Smiraglia). Cataloging is a subset of the larger field

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called bibliographic control. See also **Cataloging.**

Bibliographic databases. Computerized databases (such as OCLC, RLIN, Utlas International, WLN, etc.) for bibliographic retrieval.

Bibliographic file. A grouping of bibliographic records. In a catalog or bibliographic database, a bibliographic file is distinct from, but might be linked to, one or more authority files and a holdings file.

Bibliographic Formats and Standards. A guide to machine-readable cataloging records in the OCLC Online Union Catalog. This manual does NOT reflect format integration. Format integration revisions will be issued when OCLC implements format integration in cooperation with the Library of Congress.

Bibliographic record. A catalog entry in card, microtext, machine-readable, or other form carrying full cataloging information for a given item in a library.

Bibliographic service center. A regional broker, providing intermediate communication, training, and service for libraries participating in an online bibliographic network.

Bibliographic tools. Devices such as catalogs, indexes, bibliographies, etc., created for use as bibliographic retrieval systems. See also **Bibliography; Catalog; Index.**

Bibliographic universe. The concept encompassing all instances of recorded knowledge.

Bibliographic utility. An online processing center based on a machine-readable database of catalog records. See also **OCLC.**

Bibliographical unit. An individual book or item representing the basic element of a catalog. This concept is tied to a physical item, as distinct from a Literary unit. See also **Literary unit.**

Bibliography. A list of writings on a given subject or by a given author.

Blanket order. A plan by which a publisher, wholesaler, or vendor agrees to supply to a library one copy of all publications, as issued, within the specified limits of the plan, generally without return privileges. See also **Approval plan.**

Book. See **Item.**

Book number. See **Cutter number.**

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Boolean search. Limits or expands a search by combining two or more searches in the same file. Combinations made with the terms and, or, not.

Browse command. Displays records in the authority file in approximate alphabetic order.

Call number. The notation used to identify and locate a particular item on the shelves; it consists of the classification notation and cutter number, and it may also include a workmark and/or a date. See also **Class number; Cutter number; Workmark.**

Catalog. An organized set of bibliographic records that represent the holdings of a particular collection. It may be arranged by alphabet, by number, or by subject. It may be in the form of cards, book, computer output microform (COM), or computer online. See also **Bibliographic tools.**

Catalog record. See **Bibliographic record.**

Cataloging. The process of describing an item in the collection, conducting subject analysis, and assigning a classification number. See also **Bibliographic control; Copy cataloging; Descriptive cataloging; Original cataloging; Subject cataloging.**

Cataloging copy. A cataloging record prepared by an agency to be used by other agencies or libraries.

Cataloging Service Bulletin. A Library of Congress quarterly publication, documenting both descriptive cataloging (LCRIs) and subject cataloging additions and changes recently implemented at LC. See also **LCRIs; Free Floating subdivisions; LCSH; LCSH subdivisions; Subject Cataloging Manual.**

Chief source of information. The source of bibliographic data to be given first preference as the source from which a bibliographic description (or portion thereof) is prepared.

Choice of access points. The process of selecting the main entry or heading and any added entries under which an item is to be listed in the catalog.

CIP (Cataloging in Publication). A program sponsored by the Library of Congress and cooperating publishers; a partial bibliographic description is provided on the verso of the title page of a book.

Class number. A notation assigned to an item of a collection to show the subject area and to indicate its location in the collection. See also **Call number; Cutter number.**

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Classed catalog. A subject catalog consisting of class entries arranged logically according to a systematic scheme of classification. Also called Classified subject catalog. See also **Alphabetical catalog; Alphabetical subject catalog; Alphabetico-classed catalog; Dictionary catalog; Shelflist.**

Collocating function. The function of bibliographic control that relates bibliographic entities through the process of collocation. See also **Cutter's Rules; Identifying function.**

Collocation. The process of bringing together in a catalog records for names, titles, or subjects that are bibliographically related to one another.

Computer file. A body of encoded information (either data or program) that can be read only by a computer.

CONSER (Conversion of Serials project). A shared national database of serial records from selected libraries, now maintained by OCLC.

Content designation. The act of making a bibliographic or authority record machine-readable by encoding its various elements according to a specified scheme. See also **MARC.**

Continuation. A serial publication issued less than 3 times a year (i.e. not often enough to be called a periodical). Usually referred to as a "contin." See also **Periodical.**

Control field. A field in the MARC format (0xx) that includes numeric or other encoded data for retrieval. See also **Field; Fixed field; Variable field.**

Cooperative cataloging. The preparation by one of several participating agencies or libraries of a cataloging record which is made available to the other participating agencies or libraries. See also **Copy cataloging.**

Copy cataloging. Adapting for use in a catalog a copy of the original cataloging created by another library. See also **Cooperative cataloging; Original cataloging.**

Corporate entry. A corporate body (company, institution, government agency, etc.) which is listed in a cataloging record as a heading for a publication.

Cross reference structure. A system of references which provides direction from one heading or entry to another, serving the collocating function of the catalog. See also **Collocating function; Cutter's Rules; Reference.**

Cutter number. The symbols, usually a combination of letters and numbers, used to distinguish items with the same classification number in order to maintain the alphabetical order (by author, title, or other entry) of items on the shelves; sometimes called autghor number or book number. The word cutter is derived from the widespread use of the Tables first devised by C.A. Cutter for use in such alphabetical arrangement. See also **Call number; Workmark.**

Cuttering. The process of assigning Cutter numbers in order to distinguish items with the same classification number for the dual purposes of identifying and collocating.

Cutter's Rules (Objectives of the catalog). Rules for a Dictionary Catalog (4th ed.) contains the well-known statement of the objects of the catalog: To enable a person to find a book of which either the author, the title, the subject is known. To show what the library has by a given author, on a given subject, in a given kind of literature. To assist in the choice of a book as to its edition (bibliographically), as to its character (literary or topical). See also **Collocating function; Identifying function.**

Cutter's Three-Figure Author Table. The Table first devised by C.A. Cutter used to distinguish items with the same classification number in order to maintain alphabetical order (by author, title, or other entry) of items on the shelves. This Table is now utilized for virtually all cuttering at the UIUC Library. See also **Cuttering.**

Cutter-Sanborn Three-Figure Author Table. A revision of the earlier Cutter Table. See also **Cuttering.**

Descriptive cataloging. That phase of the cataloging process that is concerned with the identification and description of an item, the recording of this information in a bibliographic record, and the selection and formation of access points- with the exception of subject access points. See also **AACRIIr; Access; Cutter's Rules.**

Dewey Decimal Classification (DDC). DDC is the most widely used library classification system in the world. DDC attempts to organize the universe of knowledge into a systematic arrangement by subject, through the application of schedules for ten main classes which are subdivided decimally to form a total of 1,000 categories, thus forming a hierarchical structure which progresses from the general to the specific. Dewey introduced the concepts of relative location and relative index with his classification scheme. See also **Dewey Decimal Classification Additions & Changes.**

Dewey Decimal Classification Additions & Changes. Annual compilation of revisions by the DDC Editorial Policy Committee for incorporation into the current DDC. See also **Dewey Decimal Classification.**

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Dictionary catalog. A catalog in which all the entries (author, title, subject, series, etc.) and the cross-references are interfiled in one alphabetical sequence. The subject entries in a dictionary catalog are based on the principle of specific and direct entry. See also **Alphabetical catalog; Classed catalog.**

Direct entry. A principle of formulation of subject headings that stipulates the entry of a concept directly under the term that names it, rather than as a subdivision of a broader concept. See also **Specific entry.**

Discipline. An organized field of study or branch of learning dealing with specific kinds of subjects or subjects considered from specific points of view, or both.

DLC records. MARC master records whose cataloging is attributed to the Library of Congress. Access points for these records need not be verified since they derive from LC cataloging.

Dumb terminal. An online catalog terminal which lacks a user-friendly interface, and consequently, depends upon the user to know the correct commands for searching.

EBO. (order #s). European blanket order. Temporary call numbers assigned to EBO items for access prior to full cataloging.

Edition (books, pamphlets, fascicles, single sheets, etc.). All copies produced from essentially the same type image (whether by direct contact or by photographic or other methods) and issued by the same entity. See also **Facsimile; Impression; Issue; Reprint.**

Enhancement (MARC records). The editing process via OCLC whereby certain institutions appointed by OCLC may essentially rewrite a master record in the OCLC bibliographic file. The mid-1980s began the enhancement possibilities for member libraries. The UIUC Library is authorized to enhance music scores and sound recordings only. See also **Enrich; Upgrade.**

Enrich (MARC records). The editing process via OCLC whereby any member institution may contribute particular fields (primarily suggested class numbers or LC subject headings if none exist on the record) which are retained as additions to the master records in the OCLC bibliographic file. See also **Enhancement; Upgrade.**

Entry. A representation of a bibliographic record at a particular point in a catalog. There can be one or more entries for any one heading. See also **Access point; Bibliographic record.**

Evaluating function. The function of bibliographic control that allows a patron to make an informed choice of materials

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from a bibliographic tool. See also **Functions of catalog.**

Facsimile. A reproduction simulating the physical appearance of the original in addition to reproducing its content exactly. See also **Reprint.**

FBR (Full Bibliographic Record). The bibliographic component of the online catalog at UIUC, based on WLN software. See also **ILLINET Online; LCS.**

Field. A separately designated element of a MARC record. A field may contain one or more subfields. See also **Control field; Fixed field; Variable field.**

Firm orders. Individual item orders via publishing firms.

FIRST service (OCLC). The original OCLC system software providing access to the bibliographic and authority files through derived search keys. Discontinued. See also **PRISM.**

Fixed field. A field in a MARC record that is of fixed length. See also **Control field; Field; Leader and directory; Variable field.**

Form of entry. The specific spelling and wording used to record an access point on a catalog record.

Free Floating subdivisions. Subheadings that can be added to headings in a published list, as needed, whether or not it is written in the published list following those headings. See also **Cataloging Service Bulletin; LCSH; LCSH subdivisions; Subject Cataloging Manual.**

Full level records. Cataloging records which contain those elements that must be given as a minimum standard by libraries and other cataloging agencies via international agreement. See also **Minimal level records.**

Functions of catalog. Catalogs serve four basic functions. These include the identifying or finding function; the collocating or gathering function; the evaluating or selecting function; the locating function. See also **Collocating function; Evaluating function; Identifying function.**

Gift. (order #s). Temporary call numbers assigned to gift items for access prior to full cataloging.

Heading command. Allows direct display of subject headings for records in the bibliographic file.

Hierarchical classification. A classification that attempts to arrange subjects according to a "natural" order-proceeding from classes to divisions to subdivisions.

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Hierarchy. The arrangement of disciplines and subjects in an order ranging from the most general to the most specific.

Holdings. Bibliographic items (volumes, parts, issues, etc.) contained in a library collection.

Holdings file. The file in the online catalog which gives the names of the holding libraries for each bibliographic record.

IBIS (Illinois Bibliographic Information System). Provides references to articles in journals and magazines. Locates articles by subject, author, or title. Each index covers a broad subject range. IBIS is the "Plus" in ILLINET Online Plus. See also **ILLINET Online.**

Identifying function. The function of bibliographic control that allows a user to recognize and locate a specific bibliographic entity. See also **Collocating function; Cutter's Rules.**

IFLA (International Federation of Library Associations and Institutions). An international agency which has as one of its primary goals the establishment of Universal Bibliographic Control. See also **ISBD; Paris Principles.**

ILLINET Online. The statewide online catalog of Illinois. See also **FBR; LCS; OPAC.**

Implicit Boolean. Subject terms combined using a double dash (--). The use of the Boolean operator "and" is understood.

Impression. All copies of an edition of a book, pamphlet, etc., printed at one time. See also **Issue; Reprint.**

Index. A tool that exhibits the analyzed contents of a bibliographic entity or a group of such entities, as contrasted with a library catalog, which traditionally lists and describes the holdings of a particular collection.

Interface (Cheng and MILO). A user-friendly software enhancing the ability of a user to retrieve information via author, title, subject, call number, etc. The Cheng software is mounted on microcomputers functioning as terminals. The MILO (Mainframe Interface for Libraries Online) software is mounted on a mainframe computer.

ISBD (International Standard Bibliographic Description). An internationally accepted format for the representation of descriptive information in bibliographic records. Includes ISBD(G) for General materials; ISBD(M) for Monographic materials; ISBD(S) for Serials. See also **IFLA.**

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ISBN (International Standard Book Number). A unique ten-digit number assigned to each edition of every title published. It identifies the publisher, title, edition, and the volume number. ISBNs are used internationally; the U.S. agency for ISBNs is R.R. Bowker Company. ISBN numbers are searchable in the UIUC online catalog.

ISSN (International Standard Serial Number). A unique eight-digit number assigned to each serial publication. ISSN numbers are searchable in the UIUC online catalog.

Issue. Copies of an edition forming a distinct group that are distinguished from other copies of that ediction by minor but well-defined variations (i.e. a new impression of a book for which minor revisions have been incorporated into the original type image).

Item. A physical object, such as a book, a map, or a sound recording, as distinct from its intellectual or artistic content (i.e. the work it contains). See also **Work.**

Key file. The file which lists the number of times terms occur in searchable FBR fields and the fields in which they occur.

LABO. (order #s). Latin American blanket order. Temporary call numbers assigned to LABO items for access prior to full cataloging.

LC (Library of Congress). The de facto national library of the United States.

LCRIs (Library of Congress Rule Interpretations). The interpretations of AACRIIr as defined and formalized by LC; published in the Cataloging Service Bulletin for the library community. See also **AACRIIr; AACRIIr Amendments 1993; Cataloging Service Bulletin; Oberlin Cumulative LCRIs.**

LCS (Library Computer System). The circulation component of the online catalog at UIUC. See also **FBR; ILLINET Online.**

LCSH (Library of Congress Subject Headings). The subject heading thesaurus created and updated by LC. See also **Cataloging Service Bulletin; Free Floating subdivisions; LCSH subdivisions; Subject Cataloging Manual.**

LCSH subdivisions. A restrictive word or group of words added to a subject heading to limit it to a more specific meaning by indicating one of its aspects- topic, form, place, period (i.e. Topical subdivision; Form subdivision; Geographic subdivision; Period subdivision). See also **Cataloging Service Bulletin; Free Floating subdivisions; LCSH; Subject Cataloging Manual.**

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Leader and directory (MARC record). A concise description in computer code telling the computer WHAT is being stored (leader); and WHERE to find the content information (directory). See also **Control field; Fixed field; Variable field.**

Link file. The file in the online catalog which facilitates movement from the FBR record to the LCS record.

Literary unit. Refers to the work as an intellectual concept which may or may not consist of one bibliographical unit (i.e. a literary unit is not necessarily tied to a physical item; for example, a literary unit would include adaptations of a play, where added entries [name-title] for the original play would connect these related items [i.e. would collocate all versions of a specific work], thus providing for a more consistent catalog). See also **Bibliographical unit.**

Locating function. See **Identifying function.**

LSP (Linked Systems Project). A joint project of LC, OCLC, RLIN, and WLN; the goal is to be able to exchange data among systems in an online mode through a standard network interconnection (SNI). See also **OSI; SNI.**

Main Entry. The major access point chosen; the other access points are added entries. Also, a full catalog entry headed by the access point chosen as main entry, which gives all the information necessary for the complete identification of a work. This entry bears the tracing of all the other headings under which the work is entered. See also **Added Entry.**

MARC. Machine-readable cataloging. See also **UK/MARC; UNIMARC; USMARC.**

MARC Code Lists. See **OCLC MARC Code Lists.**

MARC Format. A system in which cataloging records are prepared in a format which enables the computer to recognize the elements and manipulate them for various purposes. See also **Fixed field; Leader and directory; Variable field.**

MARC record. A computerized bibliographic record, which has been content designated according to MARC conventions. See also **Subfield.**

Minimal level records (or partial). Cataloging records which contain less than the required elements that must be given as a minimum standard for full level status. See also **Full level records.**

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Monograph. A complete bibliographic unit; it may be issued in successive parts at regular or irregular intervals, but it is not intended to be continued indefinitely. It may be a single work or a collection that is not a serial. See also **Analytical entry; MSET; Serial; Series.**

Monographic series. See **Series.**

MSET (monographic set). Refers to an LCS record for a monograph with holdings more complex than simple volume/copy numbers. See also **Analytical entry; Monograph; Serial; Series.**

Multipart item. A monograph complete, or intended to be completed, in a finite number of separate parts.

MUMS (Multiple-Use MARC System). The online system at LC.

NAL (National Agricultural Library). Located in Washington, D.C.

Name authority file. A file of the name headings used in a given catalog and the references made to them from other forms.

Name authority record. A record which shows a personal or corporate heading in its established form, cites the authorities consulted in determining the choice and form of name, and indicates the references made to the heading. See also **Name authority file.**

Name-title added entry. An added entry that includes the name of a person or corporate body and the title of a work (usually a uniform title). It serves to identify a work that is included in the larger work that is being cataloged, to identify a work that is the subject of the work being cataloged, to identify a larger work of which the work being cataloged is part, or to identify another work to which the work being cataloged is closely related (i.e. an index).

NLA (National Library of Australia). Located in Canberra.

NLM (National Library of Medicine). Located in Washington, D.C.

Notation. A system of numbers and/or letters used to represent a classification scheme.

NUC (National Union Catalog). A publication in the Library of Congress Catalogs series. A union catalog in book format.

Oberlin Cumulative LCRIs. A compilated version of the LCRIs. See also **AACRIIr; LCRIs.**

OCLC (Online Computer Library Center). A bibliographic network; formerly Ohio College Library Center. See also **Bibliographic**

utility; **FIRST service**; **MARC Format**; **PRISM.**

OCLC **authority record** (AF). A machine-readable unit that registers the decisions made during the course of authority work. See also **OCLC; PRISM.**

OCLC **bibliographic record** (OL). A catalog entry in machine-readable form carrying cataloging information for a given item in a library. See also **OCLC; PRISM.**

OCLC **Cataloging Section.** The section in Automated Services responsible for the cataloging and classification of monographic and serial materials for which OCLC bibliographic copy has been found.

OCLC **error reports.** Now officially called change requests. A form issued by OCLC to request corrections or alterations to a master record in the bibliographic or authority files.

OCLC **Inputting Section** (Support Section). Provides the actual textual editing online via OCLC for both original and copy cataloging at UIUC.

OCLC **MARC Code Lists.** Provides basic information from the USMARC Code Lists, which are defined and maintained by the Library of Congress. The Lists contain USMARC updates and revisions. Catalogers create and interpret online bibliographic records that contain codes for the MARC fields including: Country of publication codes (Ctry); Geographic area codes (043); Language codes (Lang, 041). See also **MARC Format.**

OCLC **Searching Section** (Support Section). Provides initial available OCLC bibliographic and authority records for both original and copy cataloging functions at UIUC.

Online catalog. A catalog based on and giving direct access to machine-readable cataloging records. See also **ILLINET Online; OPAC.**

Online retrieval. Direct use of a computer to access stored data.

OPAC (Online Public Access Catalog). An online catalog that is available for use by the general public. See also **ILLINET Online; Online catalog; Public access catalog.**

Original cataloging. The process of creating a bibliographic record for the first time, especially without reference to other records for the same item. Also, the cataloging created by this process. See also **Copy cataloging.**

OSI (Open System Interconnection). An international system for linking computer networks. See also **LSP; SNI.**

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Paris Principles. A statement of principles resulting from an International Conference on Cataloging Principles, held in Paris, October 9-18, 1961, with delegations from fifty-three countries and twelve international organizations. The statement drew heavily upon Lubetzky's draft code of 1960. The scope is limited to the choice of entry and the forms of headings only. Subsequently known as the "Paris Statement" or the "Paris Principles." One of the most important events in the evolution of cataloging codes. The Paris Statement represented a great step forward toward international agreement. See also **IFLA.**

Periodical. A serial publication appearing indefinitely, at regular or stated intervals, generally more frequently than annually (For acquisition check-in purposes, a publication issued 3 or more times a year). See also **Continuation; Monograph; Serial.**

PRECIS (Preserved Context Indexing System). A technique for subject retrieval in which an open-ended vocabulary can be organized according to a scheme of role-indicating operators for either manual or computer manipulation.

Pre-coordinate indexing. The combination of subject terms at the time of indexing for use in the retrieval of materials on complex concepts.

Pre-ISBD cataloging. Cataloging created prior to acceptance of the ISBD format. See also **ISBD.**

Preliminaries. The title page or title pages, the verso of each title page, the cover, and any pages preceeding the title page.

Printing. See **Edition; Facsimile; Impression; Issue; Reprint.**

PRISM (OCLC). The current OCLC software providing access to the bibliographic and authority files through both derived search keys as well as scan commands. See also **FIRST service; MARC Format; OCLC.**

Public Access Catalog. The part of a catalog that is available for the use of library patrons. See also **ILLINET Online; OPAC.**

Reference. An instruction in a catalog that directs a user to another catalog entry. See also **Cross reference structure.**

Reprint. A new printing of an item made from the original type image, commonly by photographic methods. The reprint may reproduce the original exactly (an impression) or it may contain minor but well-defined variations (an issue). A reprint may also be a new edition with substantially unchanged text. See also **Edition; Facsimile.**

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RLG (Research Libraries Group). A consortium formed originally by Columbia, Harvard, and Yale universities and the New York Public Library, now consisting of over 100 large research libraries, but minus Harvard.

RLIN (Research Libraries Information Network). Located in Stanford, CA. A bibliographic network based at Stanford University under the aegis of RLG. The UIUC Library uses RLIN for cataloging titles in East Asian languages, as well as for reference purposes. See also **Bibliographic utility.**

Romanization. The representation of the characters of a nonroman alphabet by roman characters. See also **Transliteration.**

Scoping. A searching technique in the online catalog which restricts the search to a specific institution or group of institutions. See also **FBR.**

Serial. A publication issued in successive parts at regular or irregular intervals and intended to be continued indefinitely. Included are periodicals, newspapers, proceedings, reports, memoirs, annuals, and numbered monographic series. Abbreviated "SER" in LCS records and LCS searching. See also **Analytical entry; Continuation; Monograph; MSET; Periodical; Series.**

Series. A number of separate works issued successively, usually related in subject or form, and also related to each other by the fact that they have, in addition to their own individual titles, a collective title applying to the group as a whole. The works may or may not be numbered. See also **Analytical entry; Monograph; MSET; Serial.**

Shelflist. A record of the items in a library; entries are arranged in the order of the items on the shelves. In LCS the shelflist is browsed (virtually) via the "sps" command. See also **Classed catalog.**

SNI (Standard Network Interconnection). The standard network interconnection being tested and developed internationally is known as the Open System Interconnection (OSI). See also **LSP; OSI.**

Specific entry. A principle observed in most library subject lists, whereby material is listed under the most specific term available, rather than under some broader heading. See also **Direct entry.**

Standard subdivisions. Divisions used in DDC that apply to the form a work takes. Form may be physical (as in a periodical or a dictionary) or it may be philosophical (such as a philosophy or history of a subject). Previously called form divisions. See also **Dewey Decimal Classification.**

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Subdivision. The lowest level of structure in a hierarchical classification, at which specific concepts are represented. See also **Hierarchical classification.**

Subfield. A separately content-designated segment of a field in a MARC record. See also **Field; MARC record.**

Subject analysis. The process of identifying the intellectual or artistic content of a work. The results may be displayed in a catalog or bibliography by means of notational symbols as in a classification system, or by verbal terms such as subject headings or indexing terms.

Subject cataloging. The assignment of classification numbers and subject headings to the items of a library collection. See also **Cutter's Rules; Dewey Decimal Classification; LCSH.**

Subject Cataloging Manual (Subject Headings). The purpose of this work is to provide to the subject cataloging staff of the Library of Congress guidelines for assigning subject headings to library materials. The fourth edition (1991) reflects the transition from a manual to an online cataloging system at LC. See also **Cataloging Service Bulletin; Free Floating subdivisions; LCSH; LCSH subdivisions.**

Subject subdivisions. See **LCSH subdivisions.**

SuDocs Classification. The classification system used by the U.S. Superintendent of Documents. Used since 1980 for most U.S. Government publications received at the UIUC Library.

Superimposition. A Library of Congress policy decision that only entries being established for the first time would follow AACRI rules for form of entry and that only works new to LC would follow AACRI rules for choice of entry. When LC adopted AACRII, the policy of superimposition was dropped.

Superwylbur. The software used for modifying LCS records. See also **ARM; LCS.**

Syndetic structure. An organizational framework in which related names, topics, etc., are linked to each other via connective terms such as see and see also.

Synthesis. The process of composing a class number, subject heading, or indexing term by combining various elements in order to represent a complex subject.

Thesaurus. A specialized authority list of terms used with automated information retrieval systems; very similar to a list of subject headings.

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Tracing. The record of the headings under which an item is represented in the catalog. Also, the record of the references that have been made to a name or to the title of an item that is represented in the catalog.

Transliteration. A representation of the characters of one alphabet by those of another. See also **Romanization.**

Truncation. A searching technique in an online database which broadens the search to allow for variant spellings or forms of a word or name. The pound sign (#) is used to indicate truncation in FBR.

UDC (Universal Decimal Classification). A faceted classification system adapted from the Dewey Decimal Classification.

UK/MARC. A machine-readable bibliographic record format compatible with USMARC, developed by British National Bibliography for use in the United Kingdom. See also **UNIMARC; USMARC.**

Uniform title. The title chosen for cataloging purposes when a work has appeared under more than one title, or when the work being cataloged is of a collective nature, such as "Complete Works." See also **Work.**

UNIMARC (Universal MARC format). First developed in 1977 by the Library of Congress to be an international communications format for the exchange of machine-readable cataloging records between national bibliographic agencies; the second edition, published in 1980, is being used for international exchange of bibliographic data. See also **UK/MARC; USMARC.**

Union catalog. A catalog that lists, completely or in part, the holdings of more than one library or collection. See also **Catalog.**

Upgrade (MARC records). The editing process via OCLC whereby any member institution may rewrite minimal or partial level master bibliographic records into full level master records. This process functions like enhancement. See also **Enhancement; Enrich.**

USMARC. A machine-readable bibliographic record format developed by the Library of Congress and originally called LC-MARC. See also **UK/MARC; UNIMARC.**

Utlas International. A computer-based bibliographic network offering its database and services to a variety of Canadian and northeastern United States libraries; formerly UTLAS, University of Toronto Library Automated Systems. See also **Bibliographic utility.**

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Variable field. A field in a MARC record (1xx-9xx) of variable length. See also **Control field; Field; Fixed field; Leader and directory.**

Verification. Determining the existence of an author and the form of name as well as the correct title of a particular work; in short, using bibliographic sources to verify (i.e. prove) the existence of an author and/or work.

WLN (Western Library Network). Located in Olympia, WA. A bibliographic network similar to OCLC and RLIN, although much smaller (regional). WLN software is the basis for the FBR component of the online catalog at UIUC. See also **Bibliographic utility.**

Work. An intellectual or artistic entity; the informational content of a bibliographic entity. See also **Item.**

Workmark. A letter (or letters) placed after the cutter number. A workmark may consist of one or two letters, the first of which is the first letter of the title of a work (exclusive of articles). Also called work letter. See also **Call number; Cutter number.**

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